



## **Birchwood High School**

### **Privacy Notice – School Visitors**

#### **1. Who We Are**

Birchwood High School is the **data controller** for the personal data we process about visitors to the school site. This means we decide how and why your personal information is used.

#### **Contact details**

**Data Protection Officer (DPO):** Charles Gilbank

**Email:** [dpo@birchwoodhigh.org.uk](mailto:dpo@birchwoodhigh.org.uk)

**Telephone:** 01279 655936

**Address:** Parsonage Lane, Bishop's Stortford, CM23 5BD

#### **2. What Personal Data We Collect**

Visitor information is collected directly from visitors on arrival, through pre-booking systems, or provided by employers, agencies or contractors where relevant.

- Name
- Organisation or employer (where applicable)
- Photograph (for visitor identification badges)
- Vehicle registration number and vehicle details (where applicable)
- Purpose of visit
- Arrival and departure times
- DBS or safeguarding status, where required for your visit
- Any other information necessary for security, safeguarding, health and safety or emergency planning

Where visitors are children, their personal data is processed with particular care and in accordance with safeguarding obligations.

#### **Special Category Data**

In limited circumstances, visitor records may include special category personal data, for example:



- Health information relevant to emergencies or reasonable adjustments
- Information inferred from identification images (such as ethnicity or religious indicators), where unavoidable

We only process such data where it is necessary and lawful, and appropriate safeguards are in place.

Where we process special category personal data, this is done under one or more of the following conditions:

- Article 9(2)(g) – substantial public interest (safeguarding of children and individuals at risk)
- Article 9(2)(c) – vital interests, where the individual is physically or legally incapable of giving consent
- Schedule 1, Part 2 of the Data Protection Act 2018 (safeguarding of children and individuals at risk)

### 3. Why We Use This Data

We process visitor personal data to:

- Maintain the safety and security of pupils, staff, visitors and school premises
- Meet safeguarding duties and statutory obligations
- Maintain accurate visitor and attendance records
- Verify identity and suitability of contractors, professionals and volunteers
- Manage emergency situations, including evacuation procedures

### 4. Lawful Bases for Processing (UK GDPR Article 6)

We process visitor personal data under one or more of the following lawful bases:

- **Public task (Article 6(1)(e))** – to maintain a safe and secure school environment as part of our statutory education functions
- **Legal obligation (Article 6(1)(c))** – to comply with safeguarding, health and safety, and security requirements
- **Vital interests (Article 6(1)(d))** – where processing is necessary to protect life or prevent serious harm in emergency situations



## 5. Who We Share Your Data With

We do not sell visitor personal data and do not share it for marketing purposes. We may share visitor information where necessary and lawful with:

- School staff responsible for safeguarding and site security
- Emergency services, where required
- Contractors or partner organisations working on site
- Local authorities or regulatory bodies, where legally required

All recipients are required to handle personal data securely and lawfully.

Where third-party visitor management systems are used, these providers act as data processors on behalf of the school and are contractually required to process data securely and only under our instructions.

## 6. International Transfers

We do not routinely transfer visitor personal data outside the United Kingdom. Where a transfer is necessary, we ensure appropriate safeguards are in place in accordance with the UK GDPR and Data Protection Act 2018.

## 7. How Long We Keep Your Data

Visitor personal data is retained for a **minimum of seven years** from the date of the visit, in line with safeguarding and legal requirements. After this period, data is securely deleted or destroyed.

## 8. How We Protect Your Data

We have appropriate technical and organisational measures in place to protect personal data from loss, misuse, unauthorised access or disclosure. These include secure visitor management systems, controlled access and staff training.

If we intend to use personal data for a new or additional purpose, we will inform you in advance.



## 9. Automated Decision-Making

Birchwood High School does not use automated decision-making, including artificial intelligence, where decisions would have a legal or similarly significant effect on visitors.

## 10. Your Data Protection Rights

Under data protection law, you have the right to:

- Request access to your personal data (subject access request)
- Request correction of inaccurate or incomplete data
- Request erasure or restriction of processing in certain circumstances
- Object to processing, where applicable
- Request data portability, where relevant
- Object to automated decision-making
- Claim compensation for damage caused by a data protection breach

### Subject Access Requests

If you make a subject access request, we will respond without undue delay and within **one month**. Where a request is complex, this period may be extended by up to **two additional months**, and you will be informed if this applies.

Requests may be restricted or refused only where a specific exemption under the Data Protection Act 2018 applies. Where this happens, we will explain the reason and your right to complain.

## 11. Right to Complain

We encourage you to contact the school's Data Protection Officer in the first instance so we can try to resolve your concern.

You have the right to raise concerns about how we use your personal data with the Information Commissioner's Office (ICO):



**Information Commissioner's Office**

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Website: [www.ico.org.uk](http://www.ico.org.uk)

Telephone: 0303 123 1113

**12. Contact Us**

If you have any questions about this privacy notice or wish to exercise your rights, please contact:

**Data Protection Officer:** Charles Gilbank

**Email:** [dpo@birchwoodhigh.org.uk](mailto:dpo@birchwoodhigh.org.uk)

**Telephone:** 01279 655936