

## **Voyage Learning Campus (VLC)**

### **Privacy notice for visitors to the School Site**

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

The VLC collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation (GDPR) which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' for that personal information for the purposes of those laws. Our Data Protection Officer is I-West and is contactable via [i-west@bathnes.gov.uk](mailto:i-west@bathnes.gov.uk).

#### **The personal data we hold**

Personal data that we may collect, use, store and share (when appropriate) about visitors includes, but is not restricted to:

- Name and Date of Birth
- Organisation
- DBS information

#### **Why we use this data**

We use this data to:

- Safeguard all children and staff both during and outside of school hours when they are on our site
- Ensure all students and staff learn and work in an environment where they are safe and free from harm
- Issue visitor passes
- Keep a log of visitors in the building
- To protect our network
- Protect the safety of visitors to our school
- Comply with the law regarding data sharing

#### **Our legal basis for using this data**

We only collect and use visitors' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with our public task, namely to ensure the security of our students, staff, visitors, buildings and their contents are maintained at all times.

Less commonly, we may also process visitors' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)
- Where we have obtained consent to use visitors' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.
- Some of the reasons listed above for collecting and using visitors' personal data overlap, and there may be several grounds which justify our use of this data.

#### **How we store this data**

We hold all visitor information in line with the agreed retention schedule. We do this by storing visitor books with a retention of period of 6 years in line with current DfE guidance.

## **Data sharing**

We do not routinely share this information with any external organisations or third parties. There may be circumstances in which we may lawfully share your data with third parties where for example we are required to do so by law, by court order or to prevent fraud or other crimes.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about visitors with:

- Emergency Services – to ensure the safety and welfare of visitors and to meet any legal obligations and to ensure the safety of the whole school community.

Under GDPR you have rights which you can exercise free of charge which may allow you to:

- know what we are doing with your information and why we are doing it
- ask to see what information we hold about you (subject access request)
- ask us to correct any mistakes in the information we hold about you
- make a complaint to the Information Commissioners Office
- withdraw consent at any time (if applicable)
- Depending on our reason for using your information you may also be entitled to:
  1. ask us to delete information we hold about you
  2. object to decisions being made that significantly affect you
  3. object to how we are using your information
  4. stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under GDPR.

If you would like to exercise a right, please contact the School Operations Manager

## **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.