THE QUILL C OF E TRUST

## Simple text for visitors that can be used in visitor books, attached to the reception desk, or used for electronic sign-in systems.

This Privacy Notice for visitors explains how and why we store personal information about those who visit our schools. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR). Our ICO registration number is Z3013269.

We collect the information requested in electronic sign-in systems/sign-in book.

Our legal basis for collecting this information is under Article 6(e) of the UK GDPR – Public Task, and Article 6(c) of the UK GDPR – Legal Obligation.

The reason we collect this information is for the safeguarding of young people and health & safety.

This data is not shared with any third party unless legally required and is retained securely by the school in line with our retention schedule. Please see our Data Protection Policy for further information.

Full information is available in our Privacy Notice (How we use visitor information) which can be obtained on request.