THE QUILL C OF E TRUST

Visitor Privacy Notice

Version Control

Version	Date	Author	Changes Made
1.0	28.04.2021		Document created (SchoolPro TLC).
1.1	09.01.2022		Adjusted for short text Page 2.
1.2	17.10.2022		Text updated in 'Requesting Access to Your Personal Data' to reflect new DfE wording regarding data subject rights. Bullet point list has been updated as well as introductory text to the list (SchoolPro TLC).
1.3	17.10.2022		SchoolPro TLC contact email updated from GDPR@schoolpro.uk to DPO@schoolpro.uk (SchoolPro TLC).
1.4	30.08.2024		Updates made to three sections as per the DfE template updates. Updates as follows: • Requesting access to your personal data - replaced entire section with new text (SchoolPro TLC).
1.5	31.11.2025		Revised complaint handling section to reflect Section 164A DPA 2018 (as amended by DUAA 2025). Individuals must now submit complaints directly to the organisation.

Privacy Notice (how we use visitor information)

This Privacy Notice for visitors explains how and why we store personal information about those who visit the school. 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.

The categories of visitor information that we process

We process the following personal information from visitors:

- Full name.
- Reason for visit.
- Designation or role.
- Company information.
- DBS details.

Why we collect and use visitor information

We use visitor data to:

- Ensure the safeguarding of young people and vulnerable adults.
- Maintain high standards of health and safety.

Under the UK General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing personal information for general purposes are:

- (6c) A Legal obligation: the processing is necessary for us to comply with the law.
- (6e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation.

Storing visitor information

We hold data securely for the set amount of time shown in our data retention schedule.

Who we share visitor information with

We do not share visitor information with third parties unless we are legally required to do so.

Requesting access to your personal data

The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact the Headteacher. You also have the following rights:

- The right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- The right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- The right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- The right to ask us to delete your personal information – this is called 'right to erasure'.
- The right to ask us to stop using your information – this is called 'right to restriction of processing'.
- The 'right to object to processing' of your information, in certain circumstances.
- The rights in relation to automated decision making and profiling.
- The right to withdraw consent at any time (where relevant).

- The right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- The right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- The right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- The right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. If the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

Where we process your personal data based on your consent, you have the right to withdraw that consent at any time. To request the withdrawal of your consent, please contact the Headteacher. We will respond to your request promptly and ensure that your data is no longer processed on the basis of consent, unless another lawful basis applies.

Under Section 164A of the Data Protection Act 2018, you have a statutory right to complain if you believe your personal data has been handled inappropriately.

If you wish to raise a concern about how we process your personal data, please contact the Headteacher. We will acknowledge your complaint within 30 days of receipt and take appropriate steps to investigate and respond without undue delay.

If you are not satisfied with our response, you may escalate your complaint to the Information Commission at: Information Commissioner's Office

Last Updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 13 November 2025.

Contact

If you would like to discuss anything in this privacy notice, please contact the Headteacher.