



## **Visitors Signing In Privacy Statement**

We are notifying you that as a visitor signing into our school that we will lawfully process the data provided in accordance with our Public Task, Safeguarding and Health and Safety legal obligations.

We will only use the data for the purpose meeting our public authority function and legal requirements. This will be done by confirming and recording visitor details and identification where necessary. This enables the issuing of a visitor pass for appropriate access and identification and to ensure that in the event of emergency we can effectively carry out our health and safety procedures.

We will retain the data for a period of 6 years in accordance with our retention policy and it will then be deleted.

This system ensures a strict level of safety and security of the data processed. The provider of the system is 'Entry Sign – Osbourne' and as a data processor of the school the contract with 'Entry Sign – Osbourne' confirms their compliance with the Data Protection Act 2018.

We will not share data with any third parties unless we are under a duty to do so in order to comply with a legal obligation or to protect our rights, property or safety of our employees, customers or others.

The schools Data Protection GDPR Policy is available on the school website. The policy includes details on individual rights under data protection law. If you have any queries please contact the Headteacher or the Data Protection Officer.

### **Additional Coronavirus Contact Tracing Information**

To protect visitors and support the COVID-19 contact tracing scheme we are also collecting telephone contact details. For contractors, the company contact number is required.

As a public authority our lawful basis for collecting this information is for our public Task.

The purpose of collecting this particular information is to manage implications should a positive case occur.

Data Sharing for the purpose of Track and Trace schemes will only take place when information is requested by a legitimate public health authority and will be shared securely.

The additional data collected from the visitor system will not be used for any other purpose.

The schools current visitor information retention period will apply.