



**Federation of
Westminster Special Schools
& Bi-Borough Inclusion Service**

Privacy notice for visitors

**Ratified by the Full Governing Board: 2nd Feb 2021
Next review: February 2022**

1. Introduction

Under data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **visitors to the school**.

We, College Park School, Garway Road, London, W2 4PH / Queen Elizabeth II Jubilee School, Kennet Road, London, W9 3LG, are the 'data controller' for the purposes of data protection law. Our data protection officer is Mark Middleton (see 'Contact us' below).

2. The personal data we hold

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

- Name
- Contact details
- Information relating to the visit, e.g. company or organisation name, arrival and departure time, car number plate

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about any access arrangements that may be required
- Photographs for identification purposes
- CCTV images captured in school

3. Why we use this data

We use the data listed above to:

- a) Identify you and safely evacuate the school in the event of an emergency
- b) Meet statutory obligations for Safeguarding
- c) Maintain accurate records of visits to the school
- d) Provide appropriate access arrangements

4. Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest
- Where we have legitimate interests in processing the data – for example, the use of photographs to enable us to clearly identify you in the event of an emergency evacuation

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

5. Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

6. How we store this data

We keep personal information about you during the application process. We may also keep it beyond this if this is necessary. Our record retention period sets out how long we keep information about applicants.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

7. Who we share data with

Your information will be shared internally for the purposes of the recruitment process. This includes members of HR, the interviewer(s) involved in the recruitment process and relevant hiring manager(s) with a vacancy.

College Park School / Queen Elizabeth II Jubilee School will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Your data may then be shared to obtain references for you, our occupational health provider to obtain confirmation of your fitness for employment in the role you have been offered and the DBS to obtain necessary criminal records checks.

8. Your rights

You have the following rights in relation to the way in which we deal with your personal data:

- The right of erasure or to be forgotten
- The right to rectification of information is inaccurate
- The right of data portability (to obtain and reuse your personal data)
- The right to withdraw your consent with regards to the handling of your personal data
- The right to ask for a copy of the information we hold about you (Known as a Subject Access Request)
- The right to lodge a complaint with a supervisory authority – the Information Commissioner's Office (ICO)

9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Mark Middleton, m.middleton@qe2cp.westminster.sch.uk / 020 72213454 / 76415825