Privacy Notice – (How we use visitor information)

The Data Controller is **The Merit Pupil Referral Unit**:

In this document the Data Controller, whether singly or in groups, are referred to as “we”, or “our”. Visitors are referred to as “you”, or ““your”

To run the Data Controller and help learning and achievement, we collect and use information about visitors. Much of the information we collect is classed as ‘personal data’ and our use of it is covered by the General Data Protection Regulation (GDPR).

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

What Information do we collect and use about visitors?

We collect many different categories of information, for example:

- Personal details (for example; name, date of birth, national insurance number)
- Contact details (for example; address, telephone number, email address)
- Professional details (for example the organisation you work for)
- Records of visits to school (for example; time and date, the person you visited)
- Photographs of you or images on CCTV
- Records of work that you do in conjunction with our staff or students
- Notes from meetings you may have (for example if you attend for an interview)

Why we collect and use this information

We use the information

- To support the operation of the School
- To maintain a safe environment for our pupils and staff
- To ensure your health and safety while on site
- To support our staff and students
- To comply with our legal obligations to share information

The legal basis for using this information

Depending on the purpose, our use of your information will be legal due to one of the following:

- Delivering a public task [Article 6(1)(e)]
  For example: Recording the details of your visit to school
- For the purposes of a contract [Article 6(1)(b)]
  For example records of an interview for employment
- For reasons of legal compliance [Article 6(1)(c)]
  For example: If we are required to report an accident of injury you suffer

Storing your personal data

Some of the personal data that we collect is kept within our **visitor book or visitor management system**. We are required to retain this information for six years following the year of your visit.

Depending on the purpose of your visit other information may be retained in the files of students or staff. These records may be held electronically, in email messages and on paper. The School is responsible for ensuring that all records are held in accordance with the 6 principles of data protection.

If you want more details of the retention of your information, please ask us or contact **the data protection administrator** listed at the end of this notice.

Sharing your personal data

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

Examples of people we may share personal data with are:

- Local Authority
- The Department for Education
- Healthcare, social and welfare organisations
- Police forces and Courts
- Voluntary and charitable organisations
- Our suppliers and service providers

Where we share your personal data with someone who is a "supplier" or service provider we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

Your rights to your personal data

You have rights relating to the personal data that we collect and use. Depending on the legal basis we are using the information you have different rights. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact **the data protection administrator.**

The right to be informed:

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have:

The right of access to your personal data

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold can not be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what your want and in the first instance you can contact the **data protection administrator** whose details can be found at the end of this Privacy Notice. You may also need to supply us with standard information to verify your identity.

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have to write to ask us to erase it, or to provide it in an electronic format so that you can give to someone else. For some personal data, if we are utilising an automated process to get a decision, then you have the right to object to this and request that a person is involved.

You will be given full details of these rights at your request.

Who to contact?

The school has the responsibility to ensure that your personal data is protected. It is called the **data controller.** All members of staff work for the data controller.

We recommend that you contact **the data protection administrator**:

Name of Person: **Julie Matthews**
Email address: **jmatthews1@meritpru-stoke.org.uk**
Contact number: **01782 928 980**
Contact address: **Willeton Street, Bucknall, Stoke-on-Trent, Staffordshire, ST2 9JA**

Schools are also required to have someone called a Data Protection Officer or DPO. The DPO advises the school about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is:

Name of DPO: **GDPR Sentry Limited**
Email address: **support@gdprsentry.com**
Contact number – **0113 804 2035**
Contact address – **4 Highcliffe Court, Greenfold Lane, Wetherby, West Yorkshire, LS22 6RG**

If you have any questions about this privacy notice, please contact the data protection administrator or the Data Protection Officer.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/ or call 0303 123 1113.