



## PRIVACY NOTICE – ST ALBANS SCHOOL VISITORS

### ST ALBANS SCHOOL

St Albans School  
Abbey Gateway  
St Albans  
Herts  
AL3 4HB

Telephone (Main Reception): 01727 855521

Charity No. 1092932

Registered in England No. 4400125

Data Controller: St Albans School

Data Protection Officer: the School has appointed Marc Davies of Cybercrowd to act as Data Protection Officer. His contact details are: [dpo@cybercrowd.co.uk](mailto:dpo@cybercrowd.co.uk) / 0203 858 7372.

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St Albans School is committed to protecting your privacy and security. This Notice is intended to provide information about how the School will use (or ‘process’) the data of visitors. For the purpose of this Privacy Notice, visitors include contractors, speakers, and individuals hiring School facilities.

As part of its operations, the School collects and processes data and thus is a data controller for the purposes of legislation relevant to the General Data Protection Regulation (GDPR) and Data Protection Act 2018.

This information is provided in accordance with your rights under Data Protection Law to understand how we use your data. Visitors to the School site (in any capacity) are encouraged to read this Privacy Notice and understand the School’s obligations to its community.

Some visitors may also be staff, current pupils or alumni of St Albans School, parents of current pupils or alumni, or Sports Centre members, in which case the School is likely to hold and process additional data. In this case, other Privacy Notices will also apply; these are available on the School website.

### YOUR RIGHTS

Under data protection legislation, you have the right to:

- Be informed about the collection and use of your personal data
- Rectify incorrect or incomplete personal information we hold on you
- Erasure, or be forgotten, by asking us to remove your personal data

- Make a Subject Access Request (SAR) for the personal data we hold on you
- Receive personal data you have provided in a structured, commonly used and machine readable format, or request we transmit it directly to another controller
- Object to certain purposes and bases for processing your personal data
- Request us to restrict our processing of your personal data

Note that we may not always be able to comply with your request (e.g. if we are legally required to store the data we would not be able to comply with a request for erasure), but we will always reply to your request. To exercise any of these rights, please contact [dataprotection@st-albans.herts.sch.uk](mailto:dataprotection@st-albans.herts.sch.uk).

**For further information on your rights, please refer to guidance from the Information Commissioner's Office.**

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/>.

## WHY WE PROCESS DATA

The School processes data on visitors for the following purposes:

- To manage the logistics of your visit, contracted work or hired use of the facilities. If you are visiting during term time, this will include necessary checks to safeguard pupil welfare. The lawful basis for this processing is GDPR Article 6(1)(b) – it is necessary for the performance of a contract.
- To maintain records as required by law. The lawful basis for this processing is GDPR Article 6(1)(c) – legal obligation.
- Where appropriate, to contact you to arrange future visits, requirements for contractor services or following use of hired facilities. The lawful basis for this processing is GDPR Article 6(1)(f) – legitimate interests.
- Where appropriate (for example if you are visiting in order to give a lecture), to publicise the event of your visit to the School Community. The lawful basis for this processing is GDPR Article 6(1)(f) – legitimate interests.
- For security purposes, including CCTV in accordance with the School's CCTV Policy. The lawful basis for this processing is GDPR Article 6(1)(c) – legal obligation.

## WHAT INFORMATION WE HOLD

The School processes the following information on all visitors:

- Contact information (name, address, telephone number, address, e-mail address)
- Car registration details (if parking on site)
- Records of postal, telephone or email communications sent to and received from you
- Records of relevant qualifications, certification and experience
- References obtained with the visitor's approval, if required
- CCTV images and recordings from public areas of the School site. For further information on this, please see the CCTV Policy available on the School's website.

For visiting speakers and/or performers, the School may additionally process:

- Biographical information, either obtained from publicly available sources or received from you, to use when publicising the event.
- Photographs and/or videos of your speech or performance.

## **WHEN WE SHARE YOUR DATA**

For visiting speakers and/or performers, the School may share your name, biographical information and photos/videos of you with the School Community through direct marketing, social media feeds, and publications (e.g. the School magazine). You are encouraged to discuss this in advance with your contact at the School to ensure you are comfortable with what is shared.

For other visitors, and for any visiting speakers/performers who object to the above, the School will only share your data if required to by law, or if doing so is under the lawful basis of vital interests (e.g. in the event of a medical emergency).

## **DATA RETENTION**

Personal data on visitors is held until the visit takes place and for up to seven years thereafter. Contact details may be held longer, in order to arrange subsequent visits, unless you ask us to erase them.

Data may be held for longer where legally required (e.g. if recorded on an accident report form).

**September 2018**

*This Privacy Notice is publicly available on the School's website*

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