



## 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 GDS Analytics Limited to act as Data Protection Officer, [dpo@gdsanalytics.co.uk](mailto:dpo@gdsanalytics.co.uk) 03331 216 772

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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 (but are not limited to) contractors (who are not in the workforce), speakers, Partnership school staff and pupils, 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 Data Protection Act 2018, UK General Data Protection Regulation and other relevant Data Protection Legislation.

This information is provided in accordance with your rights under Data Protection legislation 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.

We have appropriate security measures in place to maintain the security of personal data. We limit access to personal data to those who have a genuine business need to know it. Those processing personal information will do so only in an authorised manner and are subject to a duty of confidentiality.

Some visitors may also be workers, 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
- Withdraw your consent, or change or restrict your processing and communication preferences at any time by using the contact details above
- 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

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. There are exemptions, set out in data protection legislation, from some of the rights and obligations in some circumstances. 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. The lawful basis for this processing is it is necessary for the performance of a contract. If you are visiting during term time, this will include necessary checks to safeguard pupil welfare. The lawful basis for this processing is legal obligation.
- To maintain other records as required by law. The lawful basis for this processing is 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 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 legitimate interests.
- Promotion of the School and recording School life through the School's-website and marketing communications including, but not limited to, the School's marketing material, surveys, social media, internal displays and event invitations. This may include images, audio recordings and video recordings of visitors. The lawful basis for this processing is legitimate interest.

- To ensure your safe use of the facilities, including general access and egress and during an evacuation. The lawful basis for this processing is legal obligation and special category processing explicit consent.
- For security purposes, including CCTV and ANPR in accordance with the School's CCTV Policy available on the School's website. The lawful basis for this processing is legal obligation and legitimate interest.

## WHAT INFORMATION WE PROCESS

The School processes the following information on visitors:

- Contact information (name, address, telephone number, address, e-mail address);
- Image for security and identification purposes;
- Photographs and/or recordings of events, speeches, performances or other activities attended by visitors;
- Car registration details (if parking onsite);
- Records of postal, telephone or email communications sent to and received from you;
- Medical information (if provided, for example for reasonable adjustments), accident reports;
- Records of relevant qualifications, certification and experience;
- References obtained with the visitor's approval, if required;
- CCTV images and recordings (including ANPR at School entrances) 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.

## 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.

The School may use photographs and recordings (visual and audio) of visitors on the School's social media platforms, including Twitter, Facebook and Instagram. The School may also use photos on the School's website, in marketing communications and collateral, and publications. The lawful basis for the activity above is that of legitimate interest. Should you object to your image (including in a recording) or audio appearing on public facing platforms and material please email [dataprotection@st-albans.herts.sch.uk](mailto:dataprotection@st-albans.herts.sch.uk).

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).

The School will transfer personal data to the St Albans School Archive and Museum for processing for archiving purposes in the public interest, as per the St Albans School Archival and Museum Policy. A copy of this Policy can be requested from [development@st-albans.herts.sch.uk](mailto:development@st-albans.herts.sch.uk)

**May 2022**

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

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