

All Saints Catholic High School

Privacy notice for Visitors including Contractors

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

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, All Saints Catholic High School are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mr J Prosser who can be contacted at the school address above or via email DPO@allsaints.sheffield.sch.uk if you have any questions, concerns or would like more information about anything mentioned in this privacy notice.

The personal data we hold

School acknowledges that it receives many visitors and that we do collect and hold personal data depending on the nature of your role.

Visitors include:

- Supply teachers
- Specialist professionals or local authority representatives
- Specialist contractors who may carry out school maintenance roles within the school

You may find it helpful to refer to the ICO's definitions of 'personal data' and 'special categories of personal data' based on the General Data Protection Regulation.

We process data relating to those we employ, or otherwise engage, to work, or provide a service at our school. Personal data that we may collect, use, store and share (when appropriate) about you could include, but is not restricted to:

- Contact details
- Date of birth
- Next of kin and emergency contact numbers
- National Insurance number
- Recruitment information, including copies of right to work documentation, references and other information included in the appointment of a governor as part of the application process
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

Why we use this data

The purpose of processing this data is to help us run the school and specifically to ensure that we are compliant with safeguarding procedures


Our lawful basis for using this data

You may wish to refer to the ICO's guidance on the lawful basis for processing.

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

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

You can request for us to remove relevant personal data at any time. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.



Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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.

How we store this data

We do not intend to maintain a record of each visitor who comes into school but we will ensure that procedures will be in place to protect any personal data we hold and that it is in the public interest. The information contained in these files is kept secure and is only used for purposes directly relevant to your role.

Once your relationship with the school has ended, we will retain this file and delete the information in it in accordance with our record retention schedule.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- *Police forces, courts, tribunals*
- *Employment and recruitment agencies*

Transferring data internationally

We do not transfer personal data to a country or territory outside the European Economic Area.

Your rights

How to access personal information we hold about you

Individuals have a right to make a **‘subject access request’** to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

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

This notice is based on the [Department for Education's model privacy notice](#) for the school community, amended to reflect the way we use data in this school.