



PETERBOROUGH KEYS
ACADEMIES TRUST

PRIVACY NOTICE – VISITORS

Version 1.1

September 2024

Trustee Committee: Finance, Audit and Risk Committee

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Date of Next Review: July 2026

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1. Introduction

- 1.1 This Privacy Notice for visitors explains how and why we store personal information about those who visit the school. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR). Our ICO registration number is ZA347488
- 1.2 We collect the information requested in InVentry, our sign-in app.
- 1.3 Our legal basis for collecting this information is under Article 6(e) of the UK GDPR – Public Task, and Article 6(c) of the UK GDPR – Legal Obligation.
- 1.4 The reason we collect this information is for the safeguarding of young people and health and safety / fire regulation purposes
- 1.5 This data is not shared with any third party unless legally required and is retained securely by the school in line with our retention schedule. Please see our Data Protection Policy and Records Management Policy for further information. These are available on our website.
- 1.6 Full information is available in our Privacy Notice (How We Use Visitor Information) which can be obtained on request.

2. Visitor Information

- 2.1 This Privacy Notice for visitors explains how and why we store personal information about those who visit the school. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR). Our ICO registration number is ZA347488

3. The Categories of Visitor Information That We Process

- 3.1 We may process the following personal information from visitors, depending on relevance and if it is provided via the sign-in app:
 - (a) Name
 - (b) Vehicle registration
 - (c) Company Name

- (d) Email address
- (e) Telephone number
- (f) DBS Number

4. Why We Collect and Use Visitor Information

4.1 We use visitor data to:

- (a) Ensure the safeguarding of young people and vulnerable adults
- (b) Maintain high standards of health and safety
- (c) Ensure safety in cases of fire and other emergencies

4.2 Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- (a) (6c) A Legal obligation: the processing is necessary for us to comply with the law.
- (b) (6e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.
- (c) The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation.

5. Storing Visitor Information

5.1 We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see our Data Protection Policy and our Records Management on our website.

6. Who We share Visitor Information With

6.1 We do not share visitor information with third parties unless we are legally required to do so.

7. Requesting Access to Your Personal Data

7.1 Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact gdpr@pkat.co.uk

7.2 Depending on the lawful basis used for processing data (as identified above), you may also have the right to:

- (a) have your personal data rectified if it is inaccurate or incomplete;
- (b) request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- (c) restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- (d) object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics; or
- (e) not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

7.3 If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact our Data Protection Officer which is SchoolPro TLC Ltd via DPO@schoolpro.uk. You can also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

8. Contact

8.1 If you would like to discuss anything in this privacy notice, please contact: gdpr@pkat.co.uk

9. Version History

9.1 Table of Versions

VERSION	ACTION	RESPONSIBLE	DATE
1.0	Privacy notice updated with new DPO introduction	Howard NELSON	29/06/2023
1.1	Review in line with policy schedule	DPO	01/06/2024