



# Privacy Notice Visitors Summary

## Privacy Notice (How We Use Visitor Information)

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 ZA565715.

We collect the information requested in the sign-in book / App.

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.

The reason we collect this information is for the safeguarding of young people and health and safety and monitoring site visitor statistics.

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 our Records Management for further information. These are available on request from the school office or from our trust website here:

<https://croftymat.org/information/academy-policies/>

Full information is available in our Privacy Notice (How We Use Visitor Information) which can be obtained on request or from the trust website on the link above.