

PRIVACY NOTICE:

Visitors

Schools within the Equinox Learning Trust (Kennet School, Whitelands Park Primary School and Francis Baily Primary School) are required to hold and process personal data, including sensitive personal data, relating to visitors. The Trust acts as the data controller for the purposes of data protection law.

Contact details

Equinox Learning Trust
Stoney Lane, Thatcham, Berkshire RG19 4LL
Telephone: 01635 862121
Email: office@equinoxlearningtrust.co.uk

The personal data we hold about you

We currently collect and process the following information:

- 🔑 your name including title
- 🔑 email address
- 🔑 company name
- 🔑 vehicle registration number

Kennet School and Francis Baily Primary School both also hold:

- 🔑 photograph
- 🔑 CCTV

How we collect the information and why we have it

The Trust collects this information when you visit its schools. We maintain a visitor management system to store personal information about all visitors. We collect data in order to grant access to the school sites within the Trust, to keep track of all visitors and to issue a visitor's badge. This information is used for purposes directly relevant to work within the school and can be accessed only by those who need to do so for their jobs.

- 🔑 **Kennet School and Francis Baily Primary School:** the data is collected by an electronic signing in system located in the reception areas of these schools. The information contained in this system is kept securely on the schools' networks. It is kept for a period of three years
- 🔑 **Whitelands Park Primary School:** data is collected by staff and entered into a visitors' book. Other visitors are not able to see this information. The information collected is stored in the archive room and kept for a period of three years

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

- 🔑 we need to comply with a legal obligation
- 🔑 we need to carry out a task in the public interest
- 🔑 we have legitimate interests in processing the data. For example, the use of photographs to enable us to clearly identify you in the event of an emergency evacuation

Less commonly, we may also use personal information about you where we need to protect your vital interests (or someone else's interests).

What we do with the information we have

We do not share information about our visitors without 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 the following:

- ① our local authority if we have concerns over safeguarding
- ① the supplier of the visitor management system to enable them to provide the service for which we have contracted them
- ① the police or the courts to assist them in discharging their legal duties

Transferring data internationally

Your data will not be stored or sent outside of the UK.

Requesting access to your personal data

Under data protection law, you have rights including:

- ① **Your right of access:** You have the right to ask us for copies of your personal information
- ① **Your right to rectification:** You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete
- ① **Your right to erasure:** You have the right to ask us to erase your personal information in certain circumstances
- ① **Your right to restriction of processing:** You have the right to ask us to restrict the processing of your information in certain circumstances.
- ① **Your right to object to processing:** You have the right to object to the processing of your personal data in certain circumstances
- ① **Your right to data portability:** You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances

You are not required to pay any charge for exercising your rights. If you make a request, we will respond to you within one month of receipt. Please contact us if you wish to make a request: [Data Protection Officer](#).

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you have any questions about how we use your personal data, please let us know: [Data Protection Officer](#).

How to complain

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: [Data Protection Officer](#). Or you can contact the Information Commissioner's Office:

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Helpline: 0303 123 1113

Website: www.ico.org.uk (contact page)