



QUORN HALL
SCHOOL

Privacy Notice – Visitors Policy

Person Responsible: Headteacher

Last reviewed on: 1st June 2024

Next review due by: 1st June 2025

Created: Cavendish Education Group (SchoolPro TLC)

Revisions: Annually

Quorn Hall School is part of Newcome Education, which is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its pupils and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values:

- **'Levelling up'** – We want our children to be able to meet appropriate milestones and age related expectations, socially, emotionally and academically.
- **Thrive not survive** – We want our children to thrive in school and society, not just survive their adverse childhood experiences.
- **Confidence** – Develop confidence in their abilities and self image/esteem as learners and members of society.
- **Creativity** – Foster individuality and celebrate differences and create a compassionate and accepting environment. Provide tools that give pupils options, voice, and choice in order to enable them to be creative.
- **Competence** – In their ability to self-regulate and interact with different types of people and overcome the challenges and traumas from the past.
- **Character** – Develop resilience so they see failures or negative situations as a learning opportunity by implementing a growth mindset approach.
- **Compassion** – For pupils and the challenging circumstances they have encountered in both their personal and educational lives.
- **Care** – To overtly demonstrate to pupils that adults do care about them and their futures – every day is a fresh start.

While this current policy document may be referred to elsewhere in Quorn Hall School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility updated August 2023](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative

- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of, among others, the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BusinessSafe (Health and Safety)
- Atlantic Data/Due Diligence Checking Ltd (DBS)
- Educare / National College (online CPD)
- SchoolPro (data protection)
- Marsh Commercial (insurance)
- Neotas (Online searches / Social Media checks)
- VWV (legal)

Where this policy refers to 'employees', the term refers to any individual that is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

Quorn Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Quorn Hall School.

The policy documents of Quorn Hall School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

ADocument Version Control Log

Version	Date	Description of changes and person/organisation responsible
2.0	27/04/2020	<p>Text updated in 'Why We Collect and Use Pupil Information' to reflect additional conditions in Article 6 for processing data – (6c) a legal obligation and (6e) public task.</p> <p>Text updated in 'Why We Collect and Use Pupil Information' to reflect additional conditions in Article 9 for processing special category data – (9.2a) explicit consent, (9.2c) protection of vital interests, (9.2f) legal claims, (9.2g) substantial public interest, & (9.2j) archiving purposes.</p> <p>Text updated in 'Why We Collect and Use Pupil Information' to reflect Article 10 for processing criminal offence data.</p>
2.1	25/02/2021	<p>Text updated to reflect end of Brexit transition and updates references from the General Data Protection Regulation (GDPR) to the UK General Data Protection Regulation (UK GDPR). (SchoolPro TLC)</p> <p>Why We Collect and Use Pupil Information – additional purposes added to assist schools in identifying all purposes that the organization may collect data (SchoolPro TLC)</p> <p>Who We Share Pupil Information With – additional organisations added to assist schools in identifying all organizations that data is shared with. Text added with regards to security of sharing and confidentiality where relevant (SchoolPro TLC)</p>
2.2	04/04/2022	<p>Text updated in 'Who We Share Pupil Information With' to include Standards and Testing Agency (STA). (SchoolPro TLC)</p> <p>Text also updated in 'Why We Regularly Share Pupil Information' to reflect why data is shared with STA as part of ARA. (SchoolPro TLC)</p>
2.3	17/10/2022	<p>Text updated in 'Requesting Access to Your Personal Data' to reflect new DfE wording regarding data subject rights. Bullet point list has been updated as well as introductory text to the list. (SchoolPro TLC)</p>
2.4	11/08/2023	<p>Text updated in 'How the Government Uses Your Data' to include some text minor changes.</p> <p>The changes are mostly to change references to the DfE to 'Department for Education (DfE)' in all cases and remove statistics on pupil data shares. (SchoolPro TLC)</p>
2.5	01/11/2023	<p>Updated a link to the National Pupil Database (NPD) privacy notice based on DfE update (SchoolPro TLC)</p>

Document Version Control Log

Version	Date	Description of changes and person/organisation responsible
1.0	28/04/2021	Document created (SchoolPro TLC)
1.1	09/01/2022	Adjusted for Short text Page 2
1.2	17/10/2022	Text updated in 'Requesting Access to Your Personal Data' to reflect new DfE wording regarding data subject rights. Bullet point list has been updated as well as introductory text to the list. (SchoolPro TLC)
1.3	17/10/2022	SchoolPro TLC contact email updated from GDPR@schoolpro.uk to DPO@schoolpro.uk . (SchoolPro TLC)

Instructions for use:

There are two elements to this Privacy Notice. Page 2 of this document is a simple version which can be made available at the point of data collection – i.e. attached to a visitor book, reception desk, or on the screen of an electronic sign-in system.

The main visitor privacy notice follows from Page 3 onwards which can be made available on request or could be added to your website. The first two pages can be removed when using this element.

Simple Text for Visitors that can be used on visitor books, attached to the reception desk, or used on electronic sign-in systems:

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 **[insert number]**.

We collect the information requested on our Entry Sign system at Reception.

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 **[add any other purposes as appropriate]**.

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 / Data Retention Policy for further information. These are available on our website or on request from the school office.

Full information is available in our Privacy Notice (How We Use Visitor Information) which can be obtained on request.

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 **[insert number]**

The Categories of Visitor Information That We Process Include:

We process the following personal information from visitors - Date, Full name, car registration number, arrival time, departure time, reason for visit, member of Staff being visited, whether visitors have a DBS certificate, if they need assistance in the event of an evacuation. Our Entry Sign system also takes a thumbnail photograph of the visitor/s.

Why We Collect and Use Visitor Information

We use visitor data to:

- Ensure the safeguarding of young people and vulnerable adults
- Maintain high standards of health and safety

[Add to this list any/all other reasons for which visitor information is collected and used.]

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

(6c) A Legal obligation: the processing is necessary for us to comply with the law.

(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.

The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation.

Storing Visitor Information

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 / Data Retention by visiting www.quornhallschool.com

Who We share Visitor Information With

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

Requesting Access to Your Personal Data

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 Karen Jamieson, Office Manager/
[include details of administrator / data protection officer]

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

- have your personal data rectified if it is inaccurate or incomplete;
- request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics; or

- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

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/>

Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 1st June 2024.

Contact

If you would like to discuss anything in this privacy notice, please contact: **[Insert name and / contact details of your administrator / data protection officer]**