

Hatfield Peverel Infant and Nursery School

Visitors Privacy Notice

The school regularly receives visitors. Visitors may be from other organisations, or be emergency contacts for pupils, parent/carers, volunteers, contractors or suppliers.

To ensure the safety of our students and staff and to keep a log of visitors on site, we ask visitors to sign in on arrival. For this purpose, we collect the following data where relevant:

- Name
- Purpose of visit
- Date and time of entry
- Disclosure and Barring Service details
- Photo ID
- Closed-circuit television Images (CCTV) images (Please refer to the CCTV Privacy notice and CCTV policy on the school website)
- Date and time of exit

The school is the data controller for this information. Data processors support this activity through the provision of systems. The legal basis we rely on when using this personal information is a Task in the Public Interest as we undertake this activity to maintain a safe environment for our students, staff and visitors.

We do not share this personal information unless we are required to by law, or where it is necessary to protect others.

This information will be retained for a minimum of 7 years from the date of the visit (current plus 6 years)

General Information

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

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, please refer to the school Subject Access Request Policy using the link below

<https://hatfieldpeverel.essex.sch.uk/wp-content/uploads/2025/12/Subject-Access-Request-Policy-Nov-25.pdf>

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 the Information Commissioner's Office at <https://ico.org.uk/concerns/>