



L.E.A.D. Academy Trust

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## Privacy notice for visitors

Under the applicable data protection law, individuals have a right to be informed about how the academy uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **visitors**.

We, L.E.A.D. Academy Trust are the 'controller' for the purposes of the applicable data protection law. Our data protection officer is James Beighton (see 'Contact us' below).

### The personal data we collect

Personal data that we may collect, use, store and share (when appropriate) about visitors to our academy includes, but is not restricted to:

- Contact details, contact preferences
- Contractor details
- Date(s) and time(s) you visited our academy
- The purpose for your visit
- Your images on our CCTV systems throughout the academy

We may also hold additional details about you if you are a supply teacher. For more information please see the "supply teacher" section below.

### Why we use this data

We use this data to:

- Contact you where necessary concerning your visit

### Our legal basis for using this data

We only collect and use visitors' personal data when the law allows us to. Most commonly, we process it where:

- We need to arrange your visit so that we can enter into or perform our contract with you
- We need it to perform an official task in the public interest

### Supply teacher data

As well as the personal data listed above, we collect additional personal data about visitors to our academy who are engaged under a contract for the temporary supply of teaching services ("Supply Teachers"). This includes:

- Their photograph
- Information relating to actual or suspected criminal convictions and offences if disclosed in response to a check carried out by the Disclosure and Barring Service ("DBS Check")



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We collect this information for the purposes of conducting verification and vetting, including criminal background checks. We rely on the lawful basis that the processing is necessary for us to comply with a legal obligation.

Please note that information in a DBS Check may include criminal offence data. We are required by law to treat this type of information with even more care than usual and different lawful bases apply to them. We rely on the lawful basis that it is in the substantial public interest to collect this data, on the condition that it is necessary to safeguard children.

### **Collecting this information**

While the majority of information we collect about visitors is mandatory to enter the academy, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

### **How we store this data**

We keep personal information about visitors while they are attending our academy for the duration of their contract. We may also keep it beyond their attendance at our academy if this is necessary in order to comply with our legal obligations. Our records retention policy sets out how long we keep information about visitors.

To view our policy please request a copy of policy GDPR Doc 2.4 from the academy office.

### **Data sharing**

We do not share information about visitors with any third party 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 visitors with:

- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Health authorities (for more information about sharing information with the NHS for Test and Trace purposes, please see the 'Test and Trace' addendum below)
- Security organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Visitors' rights regarding personal data**

Individuals have a right to make a '**subject access request**' to gain access to personal information that the academy holds about them.



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If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our academy office.

### Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

### Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our academy office.