



Privacy Notice – Site Visitors

Review Body:	Governing Body
Review Period:	2 years
Reviewed:	October 2026
Approved by:	Governing Body
Next Review:	October 2028

Privacy Notice – (How we use visitor information)

Glenbrook Primary School is the data controller for the personal data it uses and that used by its Academies.

To run the school and help learning and achievement, the school collects and uses information about visitors to the school site. In this document the school is referred to as 'We' or 'Ours'. School site visitors are referred to as 'You' or 'Your'

Much of the information we collect is classed as 'personal data' and our use of it is covered by a set of rules called the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 (DPA 2018), and the Data (Use and Access) Act 2025 (DUAA).

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

What Information do we collect and use about visitors?

We collect many different categories of information, for example:

- Personal details
- Contact details
- Car registration details
- Safeguarding information
- Photographs
- Images from CCTV

Why we collect and use this information

We use the information

- To protect pupil welfare
- To protect the school buildings and site
- To protect the safety of our visitors to our school
- To assess the quality of our services
- To comply with the law regarding data sharing

The legal basis for using this information

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

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process visitors' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use visitors' personal data, this consent can be withdrawn at any time.

We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using visitors' personal data overlap, and there may be several grounds which justify our use of this data.

Storing your personal data

Most of the personal data that we collect about visitors is mandatory, but there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we will make it clear whether the provision is mandatory or optional. If it is mandatory, we will explain the potential consequences for not complying.

We keep personal information about visitors while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary to comply with our legal obligations. Our record retention schedule sets out how long we keep information.

If you'd like to know how long we keep a specific piece of personal data, please contact the Data Protection Officer whose details can be found at the end of this Privacy Notice.

Sharing your personal data

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

Examples of people we share personal data with are:

- The Department for Education – to meet our legal obligations
- Our regulator Ofsted – to comply with our legal obligations
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as our visitor management system
- Financial organisations – to ensure we are meeting our legal obligations as regards the way in which we spend the school budget
- Central and local government – to meet our legal obligations
- Security organisations – to ensure the safety and welfare of pupils, staff and visitors
- Professional advisers and consultants – to ensure the smooth running of the school
- Police forces, courts, tribunals – as and when needed, to meet any legal obligations and to ensure the safety of the whole school community

Where we share your personal data with someone who is a supplier or service provider we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

Your rights to your personal data

You have rights relating to the personal data that we collect and use. The rights you have depend on the legal basis of us using the information. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the **Jane Scarsbrook, Headteacher**.

The right to be informed:

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have:

The right of access to your personal data

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Data Protection Officer whose details can be found at the end of this Privacy Notice.

Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it, to provide it in an electronic format that you can give to someone else. For some personal data if we are subjecting it to automated decision making then you have the right to object to this and request that a person is involved.

You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Officer.

Who to contact

The Trust has the responsibility to ensure that your personal data is protected. It is called the **data controller**.

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.

Schools are also required to have someone called a Data Protection Officer or DPO. The DPO advises the school about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is

Name of DPO - Sentry

email address - info@gdprsentry.com

Contact number – 0113 804 2035

Contact address – GDPR Sentry Limited, Unit 1F, Network Point, Range Road, Witney, Oxon, OX29 0YN

If you have any questions about this privacy notice, please contact the data protection administrator or the Data Protection Officer.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. You can do this by completing our online Data Complaint Form, or contacting us in person, by email, by phone or in writing.

Email address: jscarsbrook@glenbrookprimary.co.uk

Contact number: 020 8674 2387

Contact address: Clarence Crescent, London SW4 8LD

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or call 0303 123 1113.