

Privacy Notice for Visitors and Contractors

April 2025

Privacy notice for visitors and contractors

Under the General Data Protection Regulations (UK GDPR), individuals have a right to be informed about how Hadrian Learning Trust uses any personal data that we hold about them.

This summary provides information on the kinds of personal data we hold as a school and why and how we might use it. Schools use a variety of personal data as part of their work and we take great care to ensure that this information is kept safe and secure. Personal data includes things like names and addresses.

Most of this data is essential and does not require your consent to use it. Some personal data is not essential and for that we require your consent. An example of the kind of data that needs consent would be using your photograph on the school website.

The personal data we hold

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

- Contact details, contact preferences, mobile phone number email address
- Tendering records
- CCTV images captured at school, or photographs taken in the course of your visit

Why we use this data

We use this data to:

- Communicate with you and the wider community
- Facilitate easy payment for services provided
- Ensure we comply with our financial policy obligations
- Provide appropriate safeguarding measures

Our Legal Basis for using this data

We only collect and use an individual's 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

Where we have obtained consent to use visitor or contractor data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.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 overlap and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about visitors and contractors is provided voluntarily, there is some information that must be provided for mandatory purposes.

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

How we store this data

We create and maintain records for all visitors to our establishment, through sign-in records and CCTV records. Individual visitor and contractor information may also be held on local server files by the contacting member of staff, finance department or other relevant members of Hadrian Learning Trust staff.

Once your involvement with us has ended, we will retain this information and delete the information in accordance with our retention schedule.

Data Sharing

We do not share information about visitors or contractors 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 and contractors with:

- Our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns or contractual arrangements
- The Department for Education
- Financial organisations
- Central and local government
- Health and social welfare organisations
- Police forces, courts, tribunals

Transferring data internationally

Where we transfer personal data to a different country or UK Overseas Territory, we will do so in accordance with data protection law.

Visitors' and Contractors' rights regarding personal information

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

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 Data Protection Officer; David Clay at admin@gehs.net

Other Rights

Under data protection law individuals have certain rights regarding how their personal data is used and kept, 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 a machine rather than 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 our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns 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. Information can be found online at <https://ico.org.uk/make-a-complaint/> or by calling 0303 123 1113.

Contact us

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