

Contents

1. Introduction 3
2. The personal data we hold 3
3. Why we use this data 3
4. Our lawful basis for using this data 4
5. Collecting this data 5
6. How we store this data 5
7. Who we share data with 6
8. Your rights 7
9. Complaints 8
10. Contact us 8

1. Introduction

Under UK data protection law (UK GDPR and Data Protection Act 2018), individuals have a right to be informed about how our school uses their personal data. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

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

Our trust, St Bede's Catholic College, Long Cross, Lawrence Weston, Bristol, BS11 0SU, is the 'data controller' for the purposes of UK data protection law.

2. The personal data we hold

We may collect, use, store and share (where appropriate) the following personal data about you:

- Name
- Contact details
- Information relating to the visit (e.g. company or organisation name, arrival and departure time, and vehicle number plate)
- Information about your use of our information and communication systems (e.g. school computers)
- Photographs for identification purposes
- CCTV images captured in school
- Information about any access arrangements required

We may also hold data about you that we have received from other organisations, such as local authorities.

3. Why we use this data

We use this data to:

- Identify you and keep you and others safe while on the school site
- Keep pupils and staff safe
- Maintain accurate records of visits
- Provide appropriate access arrangements
- Ensure appropriate use of our systems and facilities
- Comply with legal obligations

We will only use your personal information for the purposes for which it was collected unless we reasonably consider it necessary for another compatible purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis.

We may process your personal information without your knowledge or consent where this is required or permitted by law.

4. Our lawful basis for using this data

We rely on one or more of the following lawful bases under UK GDPR:

- **Public task:** Processing is necessary to perform a task carried out in the public interest or in the exercise of official authority (e.g. maintaining security and safeguarding).
- **Legal obligation:** Processing is necessary to comply with a legal obligation (e.g. health and safety legislation).
- **Vital interests:** In rare situations, to protect someone's life.
- **Consent:** Where you have provided clear consent for us to process your data for a specific purpose (e.g. receiving marketing information).

You can withdraw your consent at any time.

For special category data (e.g. health information or accessibility needs), we will rely on an additional condition, such as:

- Your explicit consent
- Reasons of substantial public interest (e.g. safeguarding)
- To protect vital interests where you are unable to consent

We will always ensure there is a lawful basis and condition before processing such data.

5. Collecting this data

We collect most personal information directly from you. We may also receive information from other organisations such as local authorities, government agencies, police, courts or other schools/trusts.

Whenever we collect data, we will explain whether providing it is mandatory and the consequences of not providing it.

6. How we store this data

We keep personal information about you only for as long as necessary to fulfil the purposes we collected it for, including to comply with legal and regulatory requirements. Details of our retention periods are in our records management policy, available by contacting the PA to the Principal at walkerc@stbcc.org.

We take appropriate security measures to prevent your personal information from being lost, used, accessed, altered, or disclosed unlawfully. When no longer needed, we dispose of personal data securely.

7. Who we share data with

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where necessary and lawful, we may share your data with:

- Local authority (e.g. safeguarding)
- Government departments or agencies (including Department for Education)
- Ofsted
- Service providers (e.g. catering, IT support)
- Auditors
- Health authorities or professionals
- Police, courts or tribunals
- Professional advisers and consultants

International transfers

We do not routinely transfer your data outside of the UK. If it becomes necessary to transfer your data internationally, we will ensure appropriate safeguards are in place as required by UK GDPR, and we will inform you in advance.

8. Your rights

You have the right to:

- Access the personal data we hold about you
- Request correction of your personal data
- Request erasure of your personal data (where permitted)
- Object to processing of your data (where permitted)
- Request restriction of processing
- Request transfer of your data to another organisation
- Withdraw consent (where processing is based on consent)

Some of these rights may not apply in all circumstances. To exercise any of these rights, contact us (see section 10).

If you wish to make a subject access request, we will respond within one month unless a longer period is permitted by law.

9. Complaints

We take complaints about data protection seriously. If you have concerns, please contact our Data Protection Officer (DPO) in the first instance:

Mrs M Cheshire – Email: cheshirem@stbcc.org – Tel: 0117 3772200

You can also contact the Information Commissioner’s Office (ICO):

- Online: <https://ico.org.uk/make-a-complaint/>
- Phone: 0303 123 1113
- Post: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

For further information, questions, or to exercise your rights, please contact our DPO:

Mrs M Cheshire – Email: cheshirem@stbcc.org – Tel: 0117 3772200

This notice will be kept under regular review and updated as necessary.