

As a visitor, we capture the following personal data, for the following purposes:

Personal data

- Name
- Your organisation
- Who you are visiting

Purposes

- Locating you and accounting for you in an emergency
- Safeguarding yourself and others
- Time and contract management

We process the above on the basis of:

- Maintaining yours and others vital interests (emergency management)
- Compliance with safeguarding laws (Keeping Children Safe in Education – KCSIE)
- It being necessary for the performance of employment or commercial contracts (time/contract management).

We retain visitor data for one year, which is aligned to the purposes above.

If you have any further queries or wish to discuss how we process your personal information in more detail, then please speak to the School Office.