

Visitors Privacy Notice



We are Eko Trust. The Trust is the Data Controller as defined in Data Protection Legislation.

The categories of information that we process may include:

- personal identifiers and contacts (such as name, job title, employer, contact details, car registration)
- Visit information (purpose, accessibility requirements, time in/out)
- CCTV Footage
- Image
- Safeguarding information (DBS details)

Why we collect and use visitor information

We collect and hold personal information relating to our visitors.

- Identify you and keep you safe while on the school site
- Keep pupils and staff safe
- Maintain accurate records of visits to the school
- Provide appropriate access and evacuation arrangements

We may also receive information about visitors from their employer prior to their visit.

Under Article 6 of the [UK General Data Protection Regulation \(UK GDPR\)](#), the lawful bases we rely on for processing visitor information are::

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

Less commonly, we may also process personal information 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Where we have obtained consent to use personal information, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

In addition, concerning any special category data, we rely on the following conditions from Article 9 of the UK GDPR and Schedule 1 Part 2 of the DPA 2018 for processing:

- Explicit consent - Article 9(2)(a)
 - images for publication by the school either electronically or otherwise
- Reasons of substantial public interest - Article 9(2)(g)
 - health data - (*DPA 2018 Schedule 1 paragraph 18 - Safeguarding of individuals at risk*)

- safeguarding information (*DPA 2018 Schedule 1 paragraph 18 Safeguarding of children and individuals at risk*)

Collecting data

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing data

Personal information relating to visitors is stored for the set amount of time shown in our Record of Processing Activities. For more information on our data retention schedule and how we keep your data safe, please contact the school.

In accordance with the UK GDPR, the school does not store personal information indefinitely; data is only stored for as long as is necessary to complete the task the data was collected for originally.

You can also access our Data Protection Policy and our Appropriate Policy Document via the Eko Trust website.

Who we share information with

We may share visitor personal information with:

- our local authority
- government departments/agencies
- OFSTED
- Electronic visitor management software suppliers (e.g. Inventory)

Transferring data internationally

Where we transfer personal information to a country or territory outside the United Kingdom, we will do so in accordance with data protection law.

Requesting access to your personal data

The UK GDPR gives parents and pupils certain rights about how their information is collected and used. To make a request for your personal information, or be given access to your child's educational record, please contact the school.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.

- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at [raise a concern with ICO](#).

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school office

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 22nd January 2025

Contact

If you would like to discuss anything in this privacy notice, please contact the Trust GDPR lead via info@ekotrust.org.uk or the Data Protection Officer at dpo@theeducationspace.co.uk