

# Privacy Notice for Visitors/Volunteers – Rugby Free Primary School

## How we use your information

**2020/21**

### Who are we?

Learning Today Leading Tomorrow is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Learning Today Leading Tomorrow is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: ZA138738.

You can contact the Academy Trust as the Data Controller in writing at:

Learning Today Leading Tomorrow

Rugby Free Secondary School

Anderson Avenue

CV22 5PE

Or

[info@learningleading.org](mailto:info@learningleading.org)

### What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our pupils and parents.

### What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

## What personal information do we process about volunteers and visitors?

The information that we collect, hold and share includes:

- Name, contact details and car registration number
- Photographs
- Device name and browsing history
- CCTV images captured in our schools
- Contact details and contact preferences
- Disability, health and access requirements (if required)
- COVID-19 test results

For regular visitors (e.g. contractors and volunteers), we will also hold the following information:

- DBS details to evidence that the individual holds an enhanced disclosure and barring service certificate
- Employer details

## Why do we use personal information?

We use volunteer/visitor data to:

- Identify you and safely evacuate the school in the event of an emergency
- Meet statutory obligations for Safeguarding
- Ensure that appropriate access arrangements can be provided for volunteers who require them

## Collecting information

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

## What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

### 1) To comply with the law

We collect and use general purpose pupil information in order to meet certain legal requirements and legal obligations placed upon the Academy Trust by law. We therefore are required to process personal information for such purposes even if you have not consented to us doing so.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

If you would like a copy of or further information regarding the statutory authorities that underpin our legal obligations, you should contact the Academy Trust in writing.

## 2) To protect someone's vital interests

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 2.

## 3) With the consent of the individual to whom that information 'belongs'

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 3.

## 4) To perform a public task

It is a day-to-day function of the Academy Trust to ensure that children receive the education and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that pupils are properly educated and supported.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 4.

In certain circumstances, an individual has the right to object to any processing where it is likely to cause or is causing harm or distress. To exercise this right, individuals should do so by contacting the trust to inform them of their reasons for the objection. These reasons should relate to your specific circumstances. Upon receipt of an objection, the trust will consider the reasons for the objection and balance this against the legitimate grounds to process data.

## 5) We have a legitimate interest

Occasionally we have reasons to process information which fall outside of our usual day-to-day school functions. Details of the type of processing that we may undertake on this basis are set out in Table 5.

In certain circumstances an individual has the right to object to any processing where it is likely to cause or is causing harm or distress. To exercise this right, individuals should do so by contacting the trust to inform them of their reasons for the objection. These reasons should relate to your specific circumstances. Upon receipt of an objection, the trust will consider the reasons for the objection and balance this against the legitimate grounds to process data.

## Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- Explicit consent of the data subject
- Processing relates to personal data which is manifestly made public by the data subject
- Necessary for establishing, exercising or defending legal claims
- Necessary for reasons of substantial public interest
- Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- Necessary for archiving, historical research or statistical purposes in the public interest

The lawful reasons for each type of special category personal information data that we process is set out in the tables attached.

## Who might we share your information with?

We routinely share pupil information with:

- Security organisations – to ensure the safety and welfare of pupils, staff and visitors
- Emergency Services – to ensure the safety and welfare of visitors and to meet any legal obligations and to ensure the safety of the whole school community
- NHS
- Public Health and other public health agencies

We do not share information about our visitors unless the law and our policies allow us to do so.

Please refer to the tables for information about what personal information is shared with which specific third parties.

## Data Collection Requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example, via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## NHS Test and Trace/Public Health Agencies:

To assist with the school's engagement of the Test and Trace Scheme, we are requesting contact details from individuals in addition to the usual information required from our visitors. Should it become apparent that you may have come into contact with a person who has tested positive for COVID19, we may be requested to share your name and contact details with the NHS Test and Trace Scheme. We will only keep your telephone number/contact details for 21 days, at which point it will be deleted/securely disposed. For further details on how we process your information, please refer to our privacy notice on the school's website. Further information on the Test and Trace Scheme can be found by visiting <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>.

LT2 Privacy Volunteers and Visitors

Last Update: March 2021

## What do we do with your information?

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The Academy Trust monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

## How long do we keep your information for?

In retaining personal information, the Academy Trust has a [Records Management and Retention Policy](#). The schedules set out the Statutory Provisions under which the Academy Trust are required to retain the information.

## Transferring data internationally

Where we transfer personal data to a country outside of the UK, we will do so with the appropriate safeguards in place in accordance with data protection law.

## What are your rights with respect of your personal information?

Under data protection law, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or to have access to your child's educational record, contact the Trust directly via email at [sar@learningleading.org](mailto:sar@learningleading.org) or alternatively;

Learning Today Leading Tomorrow

Rugby Free Secondary School

Anderson Avenue

Rugby

CV22 5PE

**\*\*Please ensure you specify which school your request relates to.**

**In certain circumstances** where the trust processes data for the purposes of legitimate interests or to fulfil their public task, individuals have a right to object to the processing where it is likely to cause, or is causing, harm or distress. When exercising this right, individuals should contact the school/academy trust to inform them of their reasons for their objection. The school/academy trust will consider the reasons for any objection and assess the risk to the individual against the purposes for the processing. In the event the trust is unable to comply with an objection, we will ensure we can demonstrate compelling legitimate grounds to continue with the processing.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- Claim compensation for damages caused by a breach of the Data Protection regulations

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 <https://ico.org.uk/concerns/>

## Review

The content of this Privacy Notice has been updated in line with advice for COVID-19. The next full reviewed will take place in March 2022

**Table 1 – Personal information we are required to process to comply with the law:**

Information Type	Relevant legislation	Special Category– additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Information to evidence that individual holds an advanced DBS certificate	Legal Obligation The Education (Independent Schools Standards)(England) Regulations 2014 - requirement for those in regulated activity to undergo a DBS check (academies only)	Public Task Statutory Guidance (Keeping Children Safe in Education)		
Barred list check	Legal Obligation The Education (Independent Schools Standards)(England) Regulations 2014 - requirement for those in regulated activity to undergo a DBS check Safeguarding of Vulnerable Groups Act 2006 section 3(2)	Public Task Statutory Guidance (Keeping Children Safe in Education)		

**Table 2 – Personal information we are required to process as it is necessary to protect someone’s vital interests**

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing

**Table 3 - Personal information we are required to process with the consent of the individual to whom that information ‘belongs’**

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Photograph		Edit	Public Task
Disability, health and access requirements	Public Task	Not routinely shared	

**Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task**

Please note that the right to object applies to **some** of this processing, please see the section above that refers to ‘*What are your rights with respect of your personal information?*’

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Personal Details including title, full name, Position, car registration, Contact details and Company Name	Legitimate Interest	Edit	Public Task
Information required for COVID-19 Track and Trace: Name and contact details, result of COVID-19 testing.	Necessary for reasons of public health	Public Health and other public health agencies	Public Task

**Table 5 - Personal information we process because we have a legitimate interest.**

Please note that the right to object will apply to **some** of this processing, please see the section above that refers to ‘*What are your rights with respect of your personal information?*’

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information.	Lawful reason for sharing
Images captured on our CCTV system.	n/a	This is not shared routinely.	n/a