



Privacy Notice for Visitors – How we use your information

2026/27

This privacy notice explains how we collect, store and use personal data about **individuals visiting the school**.

This privacy notice is aimed at occasional and professional visitors to the school, who are required to sign in upon arrival.

We collect your information to:

- safeguard all children and staff both during and outside of school hours when they are on our site
- ensure that all children and staff learn and work in an environment where they are safe and free from harm
- issue visitor passes
- keep a log of visitors in the building

Who are we?

Abbots Farm Infant School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Abbots Farm Infant School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: **ZA295975**

You can contact the School as the Data Controller in writing at:
Abbots Farm Infant School, Abbots Way, Rugby CV21 4AP or admin2410@welearn365.com.

The school has appointed a Data Protection Officer (DPO) through Warwickshire County Council.

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 visitors.

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 reveals 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 Visitors?

The categories of visitor information that we collect, hold and share include:

- Name
- Organisation
- Vehicle registration
- DBS status (where applicable for regular professional visitors)

This processing supports our statutory duty to safeguard children and ensure the site remains secure at all times.

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Disability, health and access requirements

For what purposes do we use personal information?

We use visitor data to:

- Identify visitors and enable safe evacuation in an emergency
- Meet statutory safeguarding obligations
- Ensure appropriate access arrangements for visitors

Collecting visitor information

Whilst the majority of visitor 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. Data Protection law sets out the lawful reasons we have to process your personal information. Our lawful basis for processing visitor data is public task, in order to ensure the safety, security and safeguarding of pupils, staff and visitors.

We are required to process visitor data in order to comply with our public task, namely to ensure that the security of our pupils, staff, visitors, buildings and their contents are maintained at all times.

The following information is processed as a result of the school's public task;

- Name, organisation, image, vehicle registration, DBS information

Who might we share your information with?

We do not routinely share this information with any external organisations or third parties.

There may be circumstances in which we may lawfully share your data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws. We will not give information about you to anyone outside this establishment without your consent unless the law permits it.

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 for which it was collected. The school 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 School complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the School are required to retain the information

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, visitors have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

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

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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Data Protection Complaints

We are committed to handling your personal data in a way that is fair, transparent, and in accordance with the law. If you are unhappy with how we have handled your data, this process outlines how you can make a complaint.

How to Make a Complaint

If you have a concern about how your personal data has been handled, please contact our Data Protection Lead (DPL) or our Data Protection Officer (DPO). This gives us the opportunity to investigate and resolve the matter as quickly as possible.

There is no set format for making a data protection complaint. However, submitting your complaint in writing may help us to respond more promptly. Please direct your complaint to:

- **Mrs Lovejoy -School Data Protection Lead (DPL) email:** head2410@welearn365.com
- **School Data Protection Officer (DPO):** schooldpo@warwickshire.gov.uk

What to Expect from Us

We will acknowledge receipt of your complaint within 30 days. We will, without undue delay, take appropriate steps to respond to your complaint, including making appropriate enquiries.

Throughout the process, we will:

- Keep you informed of our progress.
- Request any additional information we may need from you in a timely and proportionate manner.
- Provide you with a clear and comprehensive outcome of our investigation.

If You Remain Unhappy

If you are not satisfied with the outcome of your complaint, or if you feel we have not handled it appropriately, you have the right to complain to the Information Commissioner's Office (ICO). The ICO is the UK's independent regulator for data protection and information rights.

For more information about the ICO and their complaints process, you can visit their website at ico.org.uk.

Review

The content of this Privacy Notice will be reviewed July 2027.