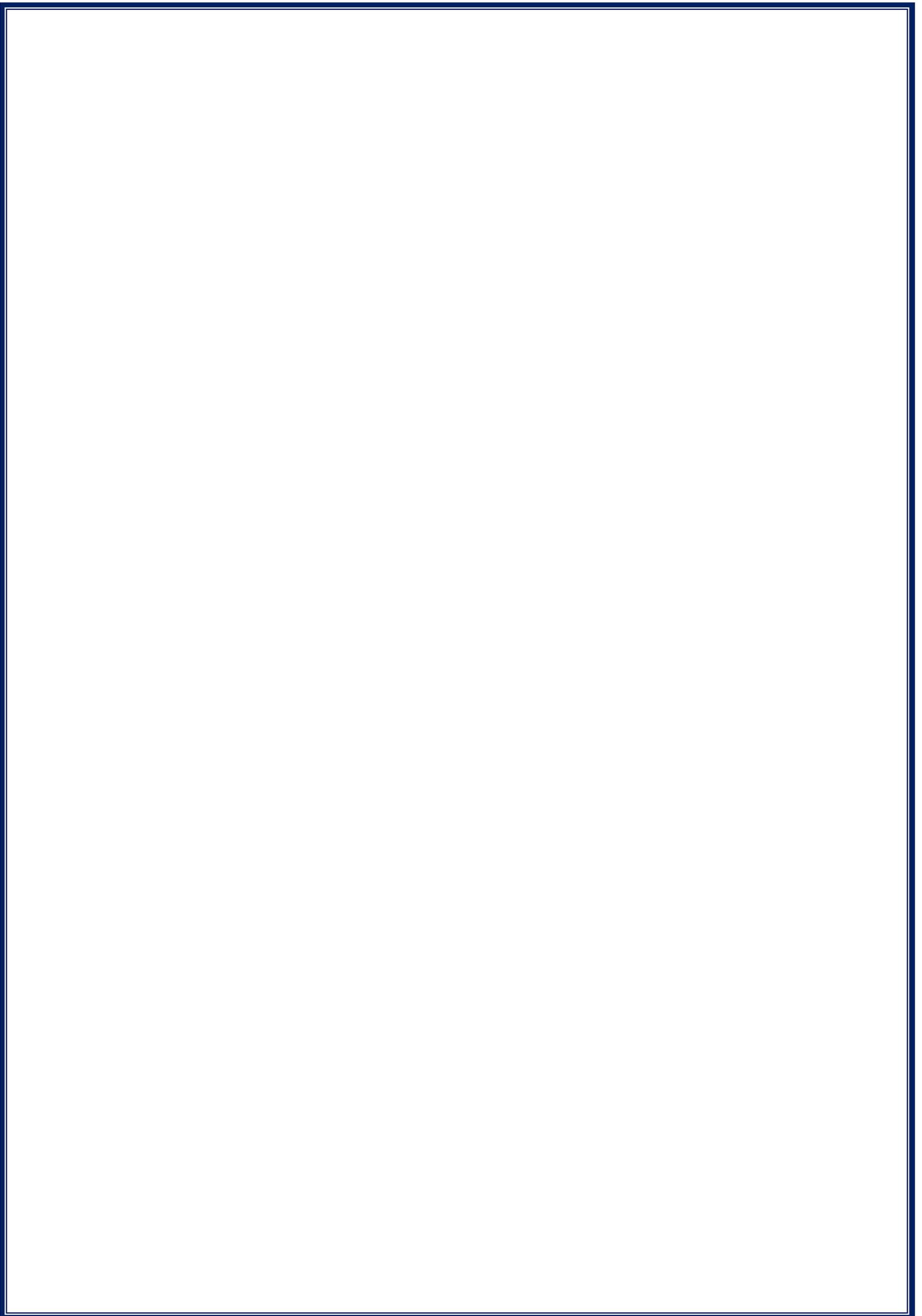




**Runwell Community
Primary School**

SCHOOL VISITOR GUIDANCE



INDEX

1. Processing your Data	1
2. Confidentiality	1
3. Data Breaches	1
4. CCTV.....	2
5. Mobile Devices.....	2
6. Data Storage Devices	2
7. Access to the Internet.....	2

Aspire – Believe – Connect

At Runwell Community Primary School we adhere to the principles of the Data Protection Act 2018. Our Data Protection policy outlines how we meet our obligations; this can be viewed on our school website or by asking the school office for a copy.

1. Processing your Data

On arrival at the school we request that you sign in using our electronic visitor signing in system

The personal information that we request from you is your first and last name, a photo and your vehicle registration number.

We ask all visitors to show a form of ID. The ID is for verification purposes only; we do not record this information.

The purpose for processing this information is for security and safety reasons. The legal basis we rely on is article 1 (1)(f) of the GDPR which allows us to process personal data when it is necessary for the purposes of our legitimate interests.

For information about how long we hold personal data, please ask to see our retention schedule.

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 it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority – *if we have any concerns over safeguarding*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for, such as visitor management systems*
- Police forces, courts – *to assist them in discharging their legal duties*

2. Confidentiality

As a visitor to the school this may mean having access, in a variety of ways, to information that may be regarded as confidential. All visitors to the school are asked to keep any information heard or seen during the course of their visit confidential.

Regular visitors to the school will be asked to sign our Confidentiality Agreement.

All data sensitive paper documents which you may have access to during your visit remain the property of the school and should not be taken off site.

3. Data Breaches

Although the school takes preventative precautions, a data security breach could still happen. If you become aware of any accidental loss, destruction or damage to personal data whilst a visitor to the school please inform the Headteacher or School Business Manager immediately.

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4. CCTV

CCTV operates within the school premises for the purpose of providing a safe and secure environment for pupils, staff and visitors and to prevent loss or damage to school property.

Please see our CCTV policy for more detail.

5. Mobile Devices

The use of personal mobile devices is permitted in the following areas:

- Staff room
- Office areas

Images must not be taken of any child or adult without the prior approval of the Headteacher.

6. Data Storage Devices

The use of memory sticks is not permitted.

7. Access to the Internet

All users of the school network and WIFI must comply with the school's Acceptable Use Agreement and Bring Your Own Device policy.



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