

## Privacy notice – School Visitors

Our school welcomes all visitors, and we regularly receive visitors onto premises which can include parents, carers, contractors or suppliers amongst others.

To support site security and our obligation to promote the safety of our pupils and staff, Rise Multi Academy Trust and its schools use a sign in and sign out system. It is necessary for visitors to use the system upon arrival and departure.

For this purpose, we collect the following data where relevant:

- Name
- Company
- Vehicle registration number
- Who you are visiting / purpose of visit
- The date and time of arrival
- The date and time of departure
- A digital image of the visitor

The school is the data controller for this information. The legal basis we rely on when using this personal information is Public Task as we undertake this activity to maintain a safe environment for our pupils, staff and visitors.

We do not share this personal information unless we are required to by law, or where it is necessary to protect others.

This information will be retained for a minimum of 6 years from the date of the visit.

There are more details about how we share and manage personal data on the Rise Multi Academy Trust website, and in the Data Protection Policy and in 'My Rights' document on the main Rise Multi Academy Trust website

<https://www.risemat.co.uk/statutory.php>

Your data will not routinely be stored outside of the UK. If necessary, the school will only do so where it is permitted by law and where appropriate safeguards are in place.