Westbury Infant School Visitors Privacy Notice

Version	Date	Summary of changes	Author
V1.0	October 2025	Initial version	One West
V1.1	October 2026	Updated data protection contacts, lawful basis, complaints procedure and UK GDPR references.	One West

Privacy Notice for Visitors

This Privacy Notice informs you about what happens to any personal data that you give the School when you sign-in as a visitor to the School and how the School complies with UK GDPR and the Data Protection Act 2018

For the purposes of data protection law, Westbury Infant School is registered as a data controller with the Information Commissioner's Office.

What we collect

We may collect the following personal data as part of the process of signing in as a visitor:

Your full name
The organisation that you work for
Whom you are visiting
The date and sign in and out times of your visit
Registration Number (if you are bringing a car on site)

Why we collect your data

The school processes visitor information under one or more of the following lawful bases:

- Compliance with a legal obligation, including safeguarding, health and safety and security requirements.
- Protection of vital interests where information is required in emergency situations.
- Legitimate interests in managing visitors, contractors and vehicles on school premises and maintaining the security of the school site.
- Performance of a contract where a visit relates to the provision of services or other contractual arrangements.

What your data is used for

Your details may be used to contact you in the event of an emergency, if your car is causing an obstruction or problem, or if you are unaccounted for on the day of your visit, for example we need to locate you in the case of a fire.

The School will not use this data for any other purposes unless required to do so by law

Whom do we share this information with?

This data is not routinely shared with any external parties, but may be shared with emergency services in the case of an incident at the School, or with safeguarding partners if there is a need to do so.

How long do we store this information for?

This data will be kept for 1 year, and then will be destroyed.

Who has access to the information?

Only those who need to see the information to fulfil the purposes above will have access to it. The School will ensure that suitable physical, electronic and managerial procedures are in place to safeguard and secure the data we collect and to ensure that only staff with an operational need have access.

We collect and process all personal data in line with our data protection policy which can be found on the school website.

Your rights

Please refer to the School's main Privacy Notice for full details of your rights. *As* a visitor (data subject) you a number of rights which include:

Under UK GDPR, individuals have the right to:

- Be informed about how we use their personal data.
- Request access to the personal data we hold about you.
- Request that inaccurate or incomplete personal data is corrected.
- Request the erasure of personal data in certain circumstances.
- Request the restriction of processing in certain circumstances.
- Object to the processing of personal data in certain circumstances.
- Request the transfer of personal data to another organisation (data portability) where applicable.
- Withdraw consent where processing is based on consent.

Right to make a complaint

You have the right to make a complaint to the school about the way in which we process your personal data. There is also a right to make a complaint to the Information Commissioner's Office (ICO), but we would ask that you raise any concerns with us first. We will acknowledge your complaint and respond without undue delay.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113
Website: www.ico.org.uk

Contact us

If you have any questions, concerns or would like more information about how we use your personal data, please contact the Data Protection Lead - finance@westbury-inf.wilts.sch.uk
The school's Data Protection Officer service is provided by One West.
Email - i-west@bathnes.gov.uk
Telephone - 01225 395959