



Privacy Notice for visitors

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was updated on **26th January 2023**.

You will find the latest version of the Privacy Notice for Visitors at www.pdet.org.uk

Privacy Notice for Visitors

Peterborough Diocese Education Trust regularly receive visitors whether at schools or the head office. Visitors are asked to sign in on their arrival. This document is about how we collect, store and use personal information (or personal data) about visitors.

Who we are

Peterborough Diocese Education Trust (PDET) (the Trust) is the Data Controller.

The postal address of the Trust is Unit 2 Bouverie Court, 6 The Lakes, Bedford Road, Northampton, NN4 7YD.

If you want to contact us about your personal information, you can contact our Data Protection Officer who is Angela Corbyn in the following ways:

- By telephone on 007775 436141
- Leave a letter at our offices at the address above or send one by post
- By email: dpo@pdet.org.uk

In this policy 'we' and 'us' means the Trust.

The categories of visitor data that we process

Personal data that we may collect, use, store and share (where appropriate) about visitors includes, but is not restricted to:

- Name
- Company name
- Image
- Vehicle registration if parked on school/Trust premises
- Signature
- Purpose of visit
- Safeguarding information e.g. DBS details
- CCTV images (where in operation)

Why we collect and use visitor information

The purpose of collecting data about visitors is:

- to fulfil our legal obligations in relation to safeguarding, including our obligations in 'Keeping Children Safe in Education'

- to maintain a safe environment for our pupils, staff and visitors.

The lawful bases for processing visitor data for these purposes are:

- processing is necessary to comply with the legal obligations of the controller;
- processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).

How we collect your information

Visitor data is collected either electronically via a Sign In system or in hard copy.

How long we keep pupil information

We only keep visitor data for as long as we need to or for as long as the law requires us to which is up to 6 years.

When we may share visitor information with others

We will not share information about visitors with anyone without their consent unless the law and our policies allow us to do so.

You have these rights:

- you can ask us for a copy of the information we have about you;
- you can ask us to correct any information we have about you if you think it is wrong;
- you can ask us to erase information about you (although we may have good reasons why we cannot do this);
- you can ask us to limit what we are doing with your information;
- you can object to what we are doing with your information;
- you can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

If you want to use your rights, please contact the Data Protection Officer.

You can complain to our Data Protection Officer (contact details on page 2) about what we do in relation to your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office: Information Commissioner's Office Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.