



Privacy Notice Visitors

Responsible for policy:
Chair of Directors

CC2: Strategy, People and Organisational Development



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Definitions

In this **Volunteer Privacy Notice**, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'The Romero Catholic Academy'** means the Company named at the beginning of this **Parents and Pupils Privacy Notice** and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Team.**
- ii **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of volunteer at the Company.
- iii **'Board'** means the board of Directors of the Romero Catholic Academy.
- iv **'Chair'** means the Chair of the Board or the Chair of the Local Governing Body of the Academy appointed from time to time, as appropriate.
- v **'Governance Professional'** means the Governance Professional to the Board or the Governance Professional to the Local Governing Body of the Academy appointed from time to time, as appropriate.
- vi **'Chief Executive Officer or CEO'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vii **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- viii **'Local Governing Body'** means the Governing Body of the School.
- ix **'Governing Body Representatives'** means the governors appointed and elected to the Local Governing Body of the School, from time to time.
- x **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- xi **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xii **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xiii **'Vice-Chair'** means the Vice-Chair of the Governing Body elected from time to time.
- xiv **'School DPO'** means the Data Protection Officer responsible for all schools within The Romero Catholic Academy (Warwickshire Legal Services)
- xv **'Visitor'** a person who goes or comes to a particular person or place. It can also refer to a person appointed to visit, inspect, inquire into, and correct corporate

1. Introduction

The Romero Catholic Academy is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

The Romero Catholic Academy is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: ZA137894.

You can contact the Academy Trust as the Data Controller in writing at:

Helen Quinn DPO

The Romero Catholic Academy

C/O Cardinal Wiseman Catholic School

Potters Green Road

Coventry

CV2 2AJ

or admin@romeromac.com

The schools that we look after are: -

- Cardinal Wiseman Catholic Secondary School
- Corpus Christi Catholic Primary School
- Good Shepherd Catholic Primary School
- Sacred Heart Catholic Primary School
- SS Peter and Paul's Catholic Primary School
- St Gregory's Catholic Primary School
- St John Fisher Catholic Primary School
- St Patrick's Catholic Primary School

2. 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 visitors.

3. 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.

4. What personal information do we process about visitors to our school?

The personal data that we may collect, use, store and share (where appropriate) about you includes:

- Full name
- Car registration
- Contact details and contact preferences
- If a regular professional visitor evidence that the individual holds an Enhanced Disclosure and Barring Service certificate
- Employer details
- Photographs
- CCTV images captured in school

We may also collect, hold and share the following “special categories” of more sensitive personal information:

- Information about your health or any relevant disabilities.

5. How is your personal information collected?

We collect personal information about visitors when you sign into our school premises. This information is stored within our electronic signing in system/visitor book.

We may also collect information ahead of your visit to our Schools, which we collect directly from you or the person arranging your visit. E.g., the organisation you work for.

6 For what purposes do we use visitors’ personal information?

We will use your personal information to:

- a) Identify you and keep you safe while on the school site
- b) Keep pupils and staff safe
- c) Maintain accurate records of visits to the school
- d) Provide appropriate access arrangements

7. Who might we share your information with

Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way.

We will not share your data with third parties, unless the law requires us to do so.

8. Our Lawful Basis for Processing your Data

Our lawful bases for processing your information for the purposes listed above are:

- To comply with the law
- To fulfil a public task
- To protection yours or someone else's vital interests
- For purposes of substantial public interest
- Where we have asked for your consent to use your information
- Where we have identified a legitimate interest

9. 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 it was collected. The Romero Catholic Academy 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.

10. How long do we keep your information for?

In retaining personal information, the Romero Catholic Academy complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the Romero Catholic Academy are required to retain the information.

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

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

11. Transferring data internationally

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

12. What are your rights with respect of your personal information?

Under data protection law, individuals 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 in certain circumstances and where the processing 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

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

13. Review

The Board of Directors delegate the implementation of this privacy notice to the Governing Body. This policy will be reviewed by CC2 Strategy, People and Organisational Development.