



The Canons CE Primary School

Privacy Notice for Visitors – How we use your information

2025 - 2026

Who are we?

The Canons CE Primary School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

The Canons CE Primary School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z9878349

You can contact The Canons CE Primary School as the Data Controller in writing at: Derwent Road, Bedworth, CV12 8RT or email admin3302@welearn365.com

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 job applicants.

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.

What personal information do we process about Visitors?

The categories of visitor information that we collect, hold and share include:

- The information you have provided on your signing in, including name, title, car registration number
- The categories of visitor information that we collect, hold and share include:
 - Name
 - Organisation
 - If a regular professional visitor evidence that the individual holds an Enhanced Disclosure and Barring Service certificate We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):
 - Disability, health and access requirements

How is your personal information collected?

We collect personal information about visitors from the following sources:

- Yourself
- Disclosure and Barring Service in respect of criminal convictions and information about being

<https://welearn365.sharepoint.com/sites/CAN3302AdminShared/Shared Documents/GDPR/Privacy Notices/Schools Privacy Notice - Visitors 25 - 26.docx>

barred from working with children or vulnerable people (once a job offer has been made).

For what purposes do we use this information?

We will use your personal information to:

- Identify you and safely evacuate the school in the event of an emergency
- Meet statutory obligations for Safeguarding
- Ensure that appropriate access arrangements can be provided for volunteers who require them

Collecting Visitor information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

What are the legal reasons for us to process your personal information? We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. Data Protection law sets out the lawful reasons we have to process your personal information. The lawful basis on which we use this information; Public Task; We are required to process visitor data in order to comply with our public task, namely to ensure that the security of our pupils, staff, visitors, buildings and their contents are maintained at all times. The following information is processed as a result of the schools public task;

- Name, organisation, image, vehicle registration, DBS information

Who might we share your information with?

We may share information with members of our staff who are involved in the meeting.

Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way. We do not share information about our visitors unless the law and our policies allow us to do so.

Procedures are also in place deal with suspect data security breaches and you will be notified of a suspected breach where we have a legal obligation to do so.

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 Canons CE Primary School 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.

How long do we keep your information for?

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

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

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

Transferring data internationally

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

What are your rights with respect of your personal information?

Under data protection law, applicants 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 that 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/>

Review - The content of this Privacy Notice will be reviewed September 2026