

Christ the Saviour School



Privacy Notice for visitors

This privacy notice lets you know what happens to any personal data that you give when you sign-in as a visitor and how we comply with GDPR (General Data Protection Regulations)

1. Categories of information that we collect, process, and share include:

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

- Name/ Company or organisation
- Time and date of arrival
- Car registration (if appropriate)

2. Why we collect and use this information

This data is collected in order to:

- Accurately track visitors to the school as part of our legal obligation to comply with the Health and Safety at Work, etc Act 1974 (HSWA).
- Safeguard all children and staff both during and outside of school hours when they are on our site
- Issue visitor passes
- Keep a log of visitors in the building

3. Storing and sharing this information

This data will be stored in line with our retention policy for six years.

We do not routinely share this information with any external organisations or third parties. There may be circumstances in which we may lawfully share your data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws. We will not give information about you to anyone outside this establishment without your consent unless the law permits it.

4. Access to information

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.

If you would like to discuss anything in this privacy notice, please speak to Reception or contact:

Admin team: admin@cts-school.org | 02082496800 or Claire Mehegan | Data Protection Officer
claire.mehegan@london.anglican.org