

Privacy Notice - Visitor

Revised	-	September 2025
Signed	-	Executive Head of School
Signed	-	Chair of governors
Next review	-	September 2026

Visitor Privacy Notice

This Privacy Notice has been written to inform visitors of Horizon School about what we do with your personal information that we record each time you visit the site. This privacy notice is aimed at occasional and professional visitors to the Horizon School, who are required to sign in using the school's visitor system. This Notice may be subject to change.

Who are we?

Horizon School is a 'Data Controller' as defined by Article 4 (7) of the UK GDPR and the Data Protection Act 2018. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

What personal information do we collect?

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

- Name
- Company or organisation's details (if appropriate)
- Purpose of visit
- Contact details (email address, telephone number)
- Car registration number (if appropriate)
- Photo and CCTV footage
- DBS Number and issue date.

We may also process certain 'special category' data about our visitors including:

- Disability, health and access requirements

No special category data will be specifically recorded and processed against your visit. However, there is a risk that some special category data will be captured in photographs & CCTV footage taken.

Why do we collect your personal data?

We use the information we collect:

- To meet statutory obligations for Safeguarding our students;
- To ensure a safe and secure environment for all staff and visitors;
- To meet our statutory obligations for Health and Safety;
- To identify you and safely evacuate the school in the event of an emergency.

What is our lawful basis for processing your personal data?

Any personal data that we process about our visitors is done so in accordance with Article 6 and Article 9 of the UK GDPR:

Our legal basis for processing your personal data, in line with Article 6(1)(c) – legal obligation; 6(1)(e) – to carry out a task in the public interest and 6(1)(f) - where we have legitimate interests in processing the data – for example, the use of photographs to enable us to clearly identify you in the event of an emergency evacuation.

Less commonly, we may also use personal information about you in line with Article 6(1)(a) – consent and 6(1)(d) – vital interest.

Article 9(2)(g) – substantial public interest; DPA 2018 Part 2, Schedule 1 – Condition 18.

Who do we obtain your information from?

Much of the information we process will be obtained directly from you. We will also process information received from:

- Your company or organisation.

Who do we share your personal data with?

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Local authority – if we have any concerns over safeguarding
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as visitor management systems
- Police forces, courts – to assist them discharging their legal duties
- Emergency Services – to ensure the safety and welfare of visitors and to meet any legal obligations
- Insurance – to defend a legal claim or record an accident/incident.

How long do we keep your personal data for?

We maintain a visitor management system to store personal information about all visitors. The information contained in this file is kept secure and is only used for purposes directly relevant to work with the school. CCTV footage is deleted after thirty (30) days.

Generally, this information is held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable

steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send your data out of the European Economic Area, it will ensure it has extra protection from loss or unauthorised access.

When this information is no longer required, we will delete your information in accordance with our data retention schedule.

Do you transfer my data outside of the UK?

Generally, the information that the Horizon School holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send your data out of the EU, it will ensure it has extra protection from loss or unauthorised access.

What is our lawful basis for processing your personal data?

The Horizon School is legally required to operate a relevant complaints procedure as per the (Maintained Schools, VA Schools, VC Schools) Education Act 2002. As such the School relies on Article 6(1)(c) and Article 9(2)(g) of the UK GDPR to process your personal and special category data. This is in pursuance with Schedule 1, Part 2 (6)(2)(a) of the Data Protection Act 2018 – this means that the Horizon School can process your data as part of the official authority vested in us by the above legislation.

What rights do you have over your data?

Under the UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- To be informed about how we process your personal data. This notice fulfils this obligation
- To request access to your personal data that we hold, and be provided with a copy of it
- To request that your personal data is amended if inaccurate or incomplete
- To request that your personal data is erased where there is no compelling reason for its continued processing
- To request that the processing of your personal data is restricted
- To object to your personal data being processed.

Data subjects' rights and raising complaints

Under the UK GDPR, you have the right to:

- Access your personal data by making a subject access request

- Have information regarding you erased or restricted, as long as this information is not required under a lawful basis for processing as outlined in the UK GDPR, e.g. where CCTV imagery depicts a data subject engaging in criminal activity
- Object to the processing of your information.

If you are unhappy with the way that the Horizon School is using your data, please contact the Horizon School's DPO who will be able to provide more information on how and why your data is being used, deal with any concerns.

If you have raised a complaint that has not been resolved internally by the Horizon School, you can refer the matter to the ICO, who can investigate and decide on how to manage any data protection concerns you raise with them.

The ICO's details are as following:

First Contact Team

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow Cheshire

SK9 5AF

icocasework@ico.org.uk // 0303 123 1113

Media Copies

Copies of the privacy notice are posted on the Horizon School's website electronically and are available in hard copy format from the Horizon School's reception.

Approval and review

This policy statement will be reviewed on an annual basis.

The next review is September 2026.