



UNIVERSITY OF  
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SCHOOL



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# Visitor Privacy Notice

May 2018

## University of Birmingham School

### Privacy notice for visitors to the School site

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **visitors**.

We, University of Birmingham School, 12 Weoley Park Road, Birmingham, B29 6QU, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Craig Stilwell (see 'Contact us' below).

#### The personal data we hold

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

- Contact details, contact preferences, date of birth, identification documents, car registrations
- Safeguarding information
- Photographs
- CCTV images captured in school

#### Why we use this data

We use this data to:

- Protect pupil welfare
- Protect the school buildings and site
- Protect the safety of visitors to our school
- Assess the quality of our services
- Carry out research
- Comply with the law regarding data sharing
- Share details of things happening in school with a wider audience

#### Our legal basis for using this data

We only collect and use visitors' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process visitors' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use visitors' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using visitors' personal data overlap, and there may be several grounds which justify our use of this data.

## **Collecting this information**

While the majority of information we collect about visitors is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## **How we store this data**

We keep personal information about visitors while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information.

A copy of our record retention schedule is available on request, free-of-charge, by calling the School on 0121 796 5000.

## **Data sharing**

We do not share information about visitors with any third party without 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 visitors with:

- The Department for Education – to meet our legal obligations
- Our regulator Ofsted – to comply with our legal obligations
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as our visitor management system
- Financial organisations – to ensure we are meeting our legal obligations as regards the way in which we spend the school budget
- Central and local government – to meet our legal obligations
- Our auditors – to ensure we are spending the school budget in a proper manner and meet our legal obligations
- Survey and research organisations, including the University of Birmingham – to ensure we are continually able to respond to feedback and research and improve what we do as a result
- Security organisations – to ensure the safety and welfare of pupils, staff and visitors
- Professional advisers and consultants – to ensure the smooth running of the school
- Police forces, courts, tribunals – as and when needed, to meet any legal obligations and to ensure the safety of the whole school community

## 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.

## Visitors' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

## Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>

- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Data Protection Officer: Craig Stilwell

Company: Judicium Consulting Ltd

Address: 72 Cannon Street, London, EC4N 6AE

Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

Web: [www.judiciumeducation.co.uk](http://www.judiciumeducation.co.uk)

Telephone: 0203 326 9174