



## Privacy Notice (General)

Date: May 2026

Review date: May 2027

Approved by the Advisory Board: May 2026

Linked with other policies:

- Confidentiality Policy
- Complaints Policy
- Data Protection Policy
- Health and Safety Policy
- Safeguarding Incorporating Child Protection Policy

Signed:

*S. Day*

## Version Control

Version	Date of review/change(s)	Page and paragraphs affected	Summary of update
V1	May 2026		New policy

## **General Privacy Notice– How We Use Personal Information**

Under data protection law, individuals have the right to be informed about how their personal data is collected and used. This privacy notice explains how All Saints School, Lessingham collects, stores and uses personal data about parents and carers, volunteers (including members of the advisory board) and individuals who visit the school and sign in using the school's visitor management system.

This notice also applies to occasional and professional visitors, including contractors, professionals and volunteers who are required to sign in on arrival.

### **Data Controller**

All Saints School, Lessingham is the data controller for the purposes of data protection law. Contact email: [admin@allsaintslessingham.co.uk](mailto:admin@allsaintslessingham.co.uk) or [head@allsaintslessingham.co.uk](mailto:head@allsaintslessingham.co.uk)

### **Data Protection Officer**

The school has appointed a Data Protection Officer (DPO) to oversee compliance with data protection legislation.

DPO Contact: Tracey Buchan – [admin@allsaintslessingham.co.uk](mailto:admin@allsaintslessingham.co.uk)

### **Personal Data We Collect**

- Name, contact details, contact preferences and relationship to the child
- Date of birth and preferred title (where required)
- Employer or organisation details
- Vehicle registration details
- Driving licence, passport or other official documentation for identity verification
- Confirmation of Enhanced DBS status where applicable

Where necessary, we may also process limited special category data such as disability, health or access requirements.

### **Why We Use This Data**

- To identify visitors and manage site security
- To account for all visitors in the event of an emergency evacuation
- To meet safeguarding and health and safety obligations
- To ensure appropriate access arrangements can be provided where required

### **Lawful Basis for Processing**

We process personal data primarily under the lawful bases of legal obligation and public task, where processing is necessary to meet safeguarding, health and safety duties or to perform our official functions as a school.

In limited circumstances we may rely on consent or vital interests. Where consent is used it may be withdrawn at any time and does not affect processing already carried out lawfully.

Collecting this information

Whenever we seek to collect information from you, we will make it clear whether you must provide this information (and if so the possible consequences of not complying) or whether you have a choice.

### **Storage and Retention**

Visitor information is stored securely within our visitor management system and retained in line with our Records Retention Schedule. Data is deleted securely when no longer required unless it must be retained for legal or safeguarding reasons.

### **Data Sharing**

We share personal data only where the law allows or requires us to do so and where it is necessary and proportionate. This may include sharing information with the local authority, police, courts or approved service providers acting under contract.

### **Your Rights**

- Request access to personal data we hold about you
- Request correction of inaccurate or incomplete data
- Request erasure or restriction of processing in certain circumstances
- Object to processing in certain circumstances
- Withdraw consent where consent is relied upon
- Lodge a complaint with the Information Commissioner's Office

### **Filtering and Monitoring**

Where visitors access school systems or internet services, filtering and monitoring may take place to meet safeguarding duties under Keeping Children Safe in Education. Monitoring is proportionate and reviewed only where safeguarding concerns arise.

### **Concerns or Complaints**

If you have concerns about how we use personal data, please contact our Data Protection Officer in the first instance. You also have the right to raise concerns with the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint> or by calling 0303 123 1113.