



## Privacy Notice for Visitors/Contractors

This privacy policy sets out how the Agate Momentum Trust uses and protects any information that you give us when you use the website and visit our premises at:

- Hallsville Primary School, Radland Road, Canning Town London E16 1LN
- Scott Wilkie Primary School, Hoskins Close, Custom House London E16 3HD

The Agate Momentum Trust is committed to ensuring that your privacy is protected. Any information you provide us will only be used in accordance with this privacy statement.

We, Agate Momentum Trust, are the 'data controller' for the purposes of data protection law.

### What we collect

We may collect the following information:

- Name
- Contact information including address, email and telephone number
- Visit information on school system (purpose of visit, vehicle details, accessibility requirements, time in/out, person visiting, photograph, company details)
- DBS details
- Photo identification check details (Passport, driving licence)
- CCTV Footage (Scott Wilkie Primary School only)

### Our lawful basis for using this data

We only collect and use your personal data as permitted by law. Mostly, we process it where:

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

Sometimes, we may also process your personal data in situations where:

- we need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent. If you wish to withdraw your consent then please email the School Business Manager at [info@hallsville.newham.sch.uk](mailto:info@hallsville.newham.sch.uk) or at [info@scottwilkie.newham.sch.uk](mailto:info@scottwilkie.newham.sch.uk).

Some of the reasons listed above for collecting and using your 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 you is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we will make it clear whether providing it is mandatory or optional. We will always tell you if it is optional.

## **What we do with the information we gather:**

We collect and hold personal information relating to our visitors to:

- Identify you and keep you safe while on the school site
- Keep pupils and staff safe
- Maintain accurate records of visits to the school
- Provide appropriate access arrangements

## **How we store this data**

Personal information relating to visitors is stored in line with the school's Data Retention Policy. In accordance with the UK GDPR, the school does not store personal information indefinitely; data is only stored for as long as is necessary to complete the task the data was collected for originally

We do not share information about you 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 delegates with:

- our local authority
- government departments/agencies
- OFSTED
- Management Information System software suppliers (e.g. Invenly)

## **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.

## **Your rights**

### **How to access personal information we hold about you**

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

You may also have the right for your 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.

### **Your other rights regarding your data**

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

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for 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 these rights, please contact our data protection officer at [DPO@theeducationspace.co.uk](mailto:DPO@theeducationspace.co.uk) .

## 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**: [DPO@theeducationspace.co.uk](mailto:DPO@theeducationspace.co.uk) .

## Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

If you have any questions or concerns around our privacy policy please contact our School Business manager at [info@hallsville.newham.sch.uk](mailto:info@hallsville.newham.sch.uk) or at [info@scottwilkie.newham.sch.uk](mailto:info@scottwilkie.newham.sch.uk) .