



# Privacy Notice for Visitors and Contractors

## Calcot Infants and Junior Schools

### 1. Document Control

Adopted / Adopted and Adapted / Schools own: Adopted

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Review period: **Triennial**

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Responsible committee: **FHSP**

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Statutory: **Yes**

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Required on website: **Yes**

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Ratified by committee: **July 2026**

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Review due: **July 2029**

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Chair of Governors' signature: **Mrs Julia Kidd**

### 2. Change History

| Version | Date      | Amendment or No Change |
|---------|-----------|------------------------|
| 1       | 2026 July | Created                |

### 3. Website History

| Version | Date on website |
|---------|-----------------|
| 1       | Sept 2026       |

## **1. Introduction**

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, use, store and share personal data about visitors to our school sites, contractors, consultants and other individuals providing services to the school.

We, Calcot Infants and Junior Schools, Curtis Road, Calcot, Reading RG31 4XG, are the data controller for the purposes of UK data protection law.

## **2. The Personal Data We Hold**

Personal data that we may collect, use, store and share (where appropriate) includes:

- Name and title
- Identification documents where required for safeguarding or site security purposes
- Organisation or company name
- Contact details including telephone number and email address
- Vehicle registration details where required for site management, parking or safeguarding purpose
- Details of visits to the school, including arrival and departure times
- Visitor badge and signing-in information
- Emergency evacuation register information while you are on site
- CCTV images captured on school premises
- Information relating to safeguarding, health and safety or security incidents
- Information relating to contractor qualifications, competency, accreditation, insurance, DBS status, right to work, risk assessments, method statements and permits to work where required
- Records of communications with the school
- Information relating to your use of school information and communication systems, including internet activity, application usage and security monitoring where visitors or contractors use school devices, systems or guest networks
- Records of safeguarding concerns, allegations, incidents or investigations involving visitors or contractors where necessary to protect children or comply with safeguarding obligations.

## **3. Why We Use This Data**

We use this data to:

- Safeguard pupils, staff and visitors
- Maintain site security
- Control access to school premise
- Manage access to school premises
- Meet our health and safety obligations
- Manage contractor relationships and service provision
- Verify contractor suitability and competency
- Investigate incidents, complaints or safeguarding concerns
- Comply with legal and regulatory requirements

- Meet safeguarding obligations under Keeping Children Safe in Education and health and safety legislation.
- Protect school property and assets
- Manage emergency evacuations and business continuity

### **3.1 CCTV and Site Security**

The school operates CCTV and other security measures to help safeguard pupils, staff, visitors and property. CCTV images may be used for the prevention and detection of crime, investigation of incidents, safeguarding, health and safety, and the protection of school premises. Further information is available in the school's Data Protection Policy.

## **4. Our Lawful Basis for Using This Data**

We process personal data relating to visitors and contractors under one or more of the lawful bases set out in Article 6 UK GDPR, depending upon the circumstances.

- Article 6(1)(c) – Legal obligation
- Article 6(1)(e) – Public task
- Article 6(1)(f) – Legitimate interests

Where we process special category personal data, we will identify both a lawful basis under Article 6 UK GDPR and an appropriate condition under Article 9 UK GDPR together with any applicable condition under Schedule 1 of the Data Protection Act 2018.

## **5. Collecting This Data**

Most information is collected directly from visitors and contractors when signing in, arranging visits or entering into contractual arrangements with the school.

Information may also be obtained from:

- Employers or contracting organisations
- Regulatory bodies
- Disclosure and Barring Service (where applicable)
- Local authorities
- Professional accreditation or registration bodies
- Recruitment agencies where applicable
- Previous organisations where references are required

## **6. How We Store This Data**

Visitor and contractor information is stored securely in electronic and paper-based systems.

We implement appropriate technical and organisational measures to protect personal information against accidental loss, unauthorised access, disclosure, alteration or destruction.

Different categories of records are retained for different periods in accordance with the school's Records Retention Schedule and the Information and Records Management Society (IRMS) Toolkit for Schools.

Further information about retention periods is available from the school on request.

Information that is no longer required will be securely deleted or destroyed.

## **7. Who We Share Data With**

Where necessary and lawful, we may share information with:

- Local authorities
- Regulatory and inspection bodies
- Police and other law enforcement agencies
- Professional advisers
- Insurance providers
- Health and safety advisers
- Contractors' employing organisations
- IT and security service providers

We only share personal information where it is lawful, necessary and proportionate to do so, and only with organisations that have a legitimate need to receive it. We do not share personal information for marketing purposes.

### **7.1 International Transfers**

Some cloud-based visitor management, security or IT systems used by the school may process personal information outside the United Kingdom.

Where this occurs, appropriate safeguards will be implemented in accordance with UK GDPR, including adequacy regulations or approved international transfer mechanisms.

## **8. Your Rights**

Under UK data protection law, you have rights including:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure in certain circumstances
- The right to restrict processing
- The right to object
- Rights relating to automated decision making and profiling

To exercise your rights, please contact the school.

Some rights are not absolute and may be limited where exemptions under UK GDPR or the Data Protection Act 2018 apply.

## **9. Complaints**

If you have concerns about how we use your personal information, please contact the school in the first instance.

You also have the right to complain to the Information Commissioner's Office (ICO):

[www.ico.org.uk](http://www.ico.org.uk)

Telephone: 0303 123 1113

## **10. Contact Us**

Data Protection Officer: Gerard Strong  
[gerard@schooldpo.com](mailto:gerard@schooldpo.com)

School Data Protection Lead:  
Emma Kirkby  
Calcot Infants and Junior Schools  
Tel: 0118 942 8727

Further information about how the school protects personal information can be found in the school's Data Protection Policy, available from the school office or website.

This privacy notice will be reviewed periodically to ensure it remains accurate and reflects changes in legislation, statutory guidance and school practice