United Schools Federation
Privacy Notice for Visitors

As a visitor, we capture the following personal data, for the following purposes:

Personal data

- Name
- Your organisation
- Who you are visiting
- Time and date of arrival
- Time and date of leaving
- Contact number
- Photo
- Car registration if parking in school grounds

Purposes

- Locating you and accounting for you in an emergency
- Safeguarding yourself and others
- If there is a problem with your vehicle (car registration)
- Time and contract management

We process the above on the basis of:

- Maintaining yours and others vital interests (emergency management)
- Compliance with safeguarding laws (Keeping Children Safe in Education – KCSIE)
- Yours and our legitimate interests (any problems with your vehicle)
- It being necessary for the performance of employment or commercial contracts (time/contract management).

Aligned to the purposes above, in normal circumstances our visitor information will be stored for 1 month unless there is good reason for us to retain it for a longer period – for example in conjunction with our safeguarding responsibilities or if notified of a legal claim.

When it is no longer required, we will delete or securely dispose of your information.

If you have any further queries or wish to discuss how we process your personal information in more detail, then please speak to the School Office or our Data Protection Lead/Officer.