

## Introduction

Under data protection law, individuals have a right to be informed about how our Trust 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 to all our sites.

We, Bedfordshire Schools Trust (BEST), are the 'data controller' for the purposes of Data Protection law. Our Data Protection Officer is Craig Smith, Chief Operating Officer (see 'Contact us' below).

## The personal data we hold

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

- Name
- Contact details
- Information relating to the visit, e.g. company or organisation name, arrival and departure time, car number plate
- If a professional or regular visitor, evidence that you hold an Enhanced Disclosure and Barring Service Certificate (DBS)

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about any access arrangements that may be required
- Photographs for identification purposes
- CCTV images captured

We may also hold data about you that we have received from other organisations, including other schools and social services.

## Why we use this data

We use the data listed above to:

- a) Identify you and keep you safe while on the site
- b) Keep pupils and staff safe
- c) Maintain accurate records of visits to site
- d) Provide appropriate access arrangements

## Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

## Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest
- Where we have a legitimate interest in processing the data, for example, the use of photographs to enable us to clearly identify you in the event of an emergency evacuation

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

## Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

## Collecting this data

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 make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities

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- Government departments or agencies
- Police forces, courts, tribunals

## How we store this data

We keep personal information about you while you are visiting our site(s). We may also keep it beyond your visit if this is necessary. Our retention schedule can be found within our Data Protection (GDPR) Policy – this sets out how long we keep information about visitors. A copy of this is available on the BEST website (<https://www.bestacademies.org.uk>).

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

## Who we share data with

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 you with:

- Our local authority– to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Government departments or agencies
- Our regulator e.g. Ofsted
- Suppliers and service providers
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

## Transferring data internationally

Where we transfer your personal data to a country or territory outside the UK, we will do so in accordance with data protection law.

## Your rights

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

You have a right to make a ‘subject access request’ to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- 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 us (see 'Contact us' below).

## Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing and processing for purpose of research and statistics
- to object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)

To exercise any of these rights, please contact us (see 'Contact us' below).

## 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.

Alternatively, you can make a complaint to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## 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:

Craig Smith, Chief Operating Officer, BEST

**Telephone:** 01462 413511

**Email:** [DPO@bestacademies.org.uk](mailto:DPO@bestacademies.org.uk)

# Privacy Notice for Visitors



For general school specific queries, please contact the Data Protection Lead for the school:

School	Contact	Telephone Number	Email
Campton Academy	Sarah Fraher	01462 813359	CMA-DPL@bestacademies.org.uk
Castle Newnham	Lauren Crowley	01234 303403	TBC
Etonbury Academy	Haley Sparrow	01462 730391	ETA-DPL@bestacademies.org.uk
Gothic Mede Academy	Michael Warlow	01462 732002	GMA-DPL@bestacademies.org.uk
Gravenhurst Academy	Ewelina Sweedy/Alison Day	01462 711257	GHA-DPL@bestacademies.org.uk
Langford Village Academy	Amanda Meller	01462 629000	LVA-DPL@bestacademies.org.uk
Lawnside Academy	Marissa Stoneham	01767 312313	LSA-DPL@bestacademies.org.uk
Pix Brook Academy	Vicky Lewis	01462 416243	PBA-DPL@bestacademies.org.uk
Robert Bloomfield Academy	Louise Day	01462 628800	RBA-DPL@bestacademies.org.uk
Samuel Whitbread Academy	Ian Butler	01462 629900	SWA-DPL@bestacademies.org.uk
St Christophers Academy	Rebecca Day	01582 500960	SCA-DPL@bestacademies.org.uk
BEST Nurseries:			
Arlesey Nursery	Lisa Pye	01462 732168	ArleseyNursery-DPL@bestacademies.org.uk
Langford Nursery	Rachel Howarth	01462 410420	LangfordNursery-DPL@bestacademies.org.uk
Shefford Nursery	Dawn Davies	01462 815637	SheffordNursery-DPL@bestacademies.org.uk
Central Team	Lisa Little	01462 413518	llittle@bestacademies.org.uk