

# ALDER COPPICE PRIMARY SCHOOL

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*Achievement through Commitment*

## Privacy Notice Visitors

Policy for the Attention of			
<i><b>Audience</b></i>	<i><b>Key Audience</b></i>	<i><b>Optional Audience</b></i>	<i><b>Additional/Notes</b></i>
Senior Leadership Team	✓		
Teachers	✓		
Teaching Assistants	✓		
Administrative Staff	✓		
Curriculum Support	✓		
Lunchtime Supervisors	✓		
Site Manager	✓		
Cleaners	✓		
Governors	✓		
Parents	✓		
Website	✓		
Local Authority		✓	

## **Privacy Notice**

### **(How we use information about Visitors)**

Under data protection law, individuals have a right to be informed about how the 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, store and use personal data about individuals visiting our school.

As part of Alder Coppice Primary School's visitor management system we will ask to hold the following personal data:

- Name
- The date and time you arrive and leave the School

If relevant

- Employer details
- If a regular professional visitor evidence that the individual holds an Enhanced Disclosure and Barring Service Certificate.
- And photograph of yourself

This information is to ensure that we meet our duty of care under health and safety and the safeguarding of our children. Our data retention period for this information is the current year + 6 years.

Please note that your photograph will be retained on our visitor management system in order for us to use should you visit us again. If you would prefer your photograph to be removed from the data base once your visit is complete please advise either our receptionist or your host.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact

**YourIG Data Protection Officer Service Dudley MBC,  
3-5 St James's Road,  
Dudley,  
DY1 1HZ**

**Email: [YourIGDPOService@dudley.gov.uk](mailto:YourIGDPOService@dudley.gov.uk)**

**Tel: 01384 815607**