



Visitors Privacy Notice

We are Community Schools Trust, Forest Gate Community School, Forest Lane, London E7 9BB. The schools in the Trust are the Data Controllers as defined in Data Protection Legislation.

The categories of information that we collect, hold and share include:

- Name
- Contact details (such as address, telephone number, email address)
- Visit information (purpose, vehicle details, accessibility requirements, time in/out)
- Photographs
- CCTV Footage

Why we collect and use this information

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

The lawful basis on which we use this information

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

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

Less commonly, we may also process personal information in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use personal information, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Collecting information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing information

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.

Who we share information with

We routinely share personal information with:

- Our local authority
- Government departments/agencies
- Ofsted
- Management information system software suppliers (e.g. Invenry)

Transferring data internationally

When we transfer personal information to a country or territory outside the United Kingdom, we will do so in accordance with data protection law.

Requesting access to your personal information

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please contact the school.

You also have the right to:

- Object to processing of personal information that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal information rectified, blocked, erased or destroyed
- Claim compensation for damages caused by a breach of the data protection regulations

Further information

If you have a concern about the way we are collecting or using your personal information, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Our Data Protection Officer is The Education Space who can be contacted at dpo@theeducationspace.co.uk