

Batchwood School – Privacy Notice for Visitors and Contractors

Last updated: July 2026

1. Who we are

Batchwood School is the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is Mrs Katie Harris.

2. What personal data we collect

We collect personal data about visitors and contractors, including:

- name and contact details;
- organisation/company;
- reason for visit;
- time of arrival and departure;
- vehicle registration;
- DBS details where required;
- CCTV images;
- photographs for ID badges.

3. Why we collect and use your personal data

We use this data to:

- maintain a record of who is on site for safety and security;
- meet safeguarding requirements;
- manage contractor access;
- investigate incidents.

4. Our lawful basis for using this data

We process this data under:

- Legal obligation - for safeguarding and health & safety;
- Public task - to run the school safely;
- Legitimate interests - to manage site security.

5. Collecting this information

While the majority of information we collect is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

6. How we store this data

Visitor sign-in records are kept for 6 years for health and safety. CCTV is typically retained for 30 days unless required for an incident.

7. Who we share this data with

We may share visitor data with:

- police or emergency services during incidents;
- our local authority for safeguarding;
- DBS service for checks.

We do not otherwise share without consent.

8. International transfers of personal data

Where we transfer personal data to a country or territory outside the UK, we will do so in accordance with UK data protection law. We ensure appropriate safeguards are in place, such as the International Data Transfer Agreement (IDTA).

9. Your rights regarding personal data

Visitors have rights to access, rectification, erasure, restriction and objection. Contact the DPO to exercise these rights.

10. 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.

To make a complaint, please contact our Data Protection Officer.

Data Protection Officer: Mrs Katie Harris

Email: gdprkharris@gmail.com or admin@batchwood.herts.sch.uk

School contact: head@batchwood.herts.sch.uk

Alternatively, you can make a complaint to the Information Commissioner's Office: Report a concern online at <https://ico.org.uk/make-a-complaint/> Call 0303 123 1113 or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

This notice is based on the Department for Education's model privacy notice, amended to reflect the way we use data in this school.