

## **Privacy Notice – Visitors**

Riverston School is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values of:

While this current policy document may be referred to elsewhere in Riverston School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility updated August 2023](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person – this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practices:

The school contracts the services of third-party organisations to ensure regulatory compliance and implement best practices for:

- HR and Employment Law
- Health & Safety Guidance
- DBS Check processing
- Mandatory Safeguarding, Health & Safety, and other relevant training
- Data protection and GDPR guidance
- Specialist insurance cover

Where this policy refers to ‘employees’, the term refers to any individual who is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

Leith Hill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Riverston School.

The policy documents of Riverston School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions ,a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

### Document Version Control Log

| Version | Date       | Description of changes and person/organisation responsible                                                                                                                                                       |
|---------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.0     | 28/04/2021 | Document created (SchoolPro TLC)                                                                                                                                                                                 |
| 1.1     | 09/01/2022 | Adjusted for Short text Page 2                                                                                                                                                                                   |
| 1.2     | 17/10/2022 | Text updated in ‘Requesting Access to Your Personal Data’ to reflect new DfE wording regarding data subject rights. Bullet point list has been updated as well as introductory text to the list. (SchoolPro TLC) |
| 1.3     | 17/10/2022 | SchoolPro TLC contact email updated from <a href="mailto:GDPR@schoolpro.uk">GDPR@schoolpro.uk</a> to <a href="mailto:DPO@schoolpro.uk">DPO@schoolpro.uk</a> . (SchoolPro TLC)                                    |
| 1.4     | 30/08/2024 | Updates made to three sections as per the DfE template updates. Updates as follows:<br><br>- Requesting access to your personal data - replaced entire section with new text (SchoolPro TLC)                     |
|         |            |                                                                                                                                                                                                                  |

### Instructions for use:

There are two elements to this Privacy Notice. Page 2 of this document is a simple version which can be made available at the point of data collection – i.e. attached to a visitor book, reception desk, or on the screen of an electronic sign-in system.

The main visitor privacy notice follows from Page 3 onwards which can be made available on request or could be added to your website. The first two pages can be removed when using this element.

**Simple Text for Visitors that can be used on visitor books, attached to the reception desk, or used on an electronic sign-in system:**

This Privacy Notice for visitors explains how and why we store personal information about those who visit the school. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR). Our ICO registration number is **ZA226637**.

We collect the information requested in the sign-in book / App.

Our legal basis for collecting this information is under Article 6(e) of the UK GDPR – Public Task, and Article 6(c) of the UK GDPR – Legal Obligation.

The reason we collect this information is for the safeguarding of young people and health and safety.

This data is not shared with any third party unless legally required and is retained securely by the school in line with our retention schedule. Please see our Data Protection Policy and Records Management / Data Retention Policy for further information. These are available on our website or on request from the school office.

Full information is available in our Privacy Notice (How We Use Visitor Information) which can be obtained on request.

## Privacy Notice (How We Use Visitor Information)

This Privacy Notice for visitors explains how and why we store personal information about those who visit the school. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR). Our ICO registration number is **ZA226637**.

### The Categories of Visitor Information That We Process Include:

We process the following personal information from visitors -

### Why We Collect and Use Visitor Information

We use visitor data to:

- Ensure the safeguarding of young people and vulnerable adults
- Maintain high standards of health and safety

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

(6c) A Legal obligation: the processing is necessary for us to comply with the law.

(6e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation.

### Storing Visitor Information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see our Data Protection Policy and our Records Management / Data Retention by visiting **[www.riverstonschool.co.uk](http://www.riverstonschool.co.uk)**.

### Who We share Visitor Information With

We do not share visitor information with third parties unless we are legally required to do so.

### Requesting Access to Your Personal Data

The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact **Mr Guy Baker – [head@riverstonschool.co.uk](mailto:head@riverstonschool.co.uk)**.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).

- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at raise a concern with ICO

Alternatively, you can contact our Data Protection Officer which is SchoolPro TLC Ltd via [DPO@schoolpro.uk](mailto:DPO@schoolpro.uk).

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

## Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **22<sup>nd</sup> September 2025**.

## Contact

If you would like to discuss anything in this privacy notice, please contact: **Mr Guy Baker – head@riverstonschool.co.uk**.