



# EMMANUEL SCHOOLS FOUNDATION

## PRIVACY NOTICE FOR VISITORS

**Data Controller:** Emmanuel Schools Foundation, Trinity House, Sixth Avenue, Blyth, NE24 2SY

**Data Protection Officer:** Christine Taylor, ESF, Trinity House, Sixth Avenue, Blyth, NE24 2SY

**Emmanuel Schools Foundation (the “Foundation”) respects the privacy of every individual who visits a Foundation school. The Foundation is committed to being transparent about how it collects and uses that data, and to meeting its data protection obligations. Visitors are encouraged to read this Privacy Notice and understand the Foundation’s obligations and commitment to data protection.**

Generally, the Foundation receives personal data from the individual directly (including, in the case of students, from their parents). When you visit a Foundation school, we may collect certain personal data to identify you and maintain records of individuals on-site for security and emergency purposes. This may include by way of example:

- Name, telephone number, email and other contact information;
- Images captured by the Foundation's CCTV system (in accordance with the Foundation's policy);
- Car details (about those who use our car parking facilities);

Occasionally, the Foundation will need to share personal information relating to its community with third parties, such as: professional advisors (e.g., lawyers, insurers) government authorities (e.g., HMRC, police).

For the most part, personal data collected by the Foundation will remain within the Foundation, and will be processed in accordance with access protocols (i.e. on a ‘need to know’ basis). Strict rules of access apply in the context of medical records held and accessed only by the Foundation appointed first aider(s), or similar responsible officer, or otherwise in accordance with express consent; and safeguarding files.

The Foundation will retain personal data securely and as long as it is necessary to keep it, and in line with the Foundation's Records Management and Retention Policy and Schedule. Personal data captured at the front desk when visitors arrive is kept for up to 12 months. However, incident reports and safeguarding files containing personal data will need to be kept much longer, in accordance with legal requirements.

You should be aware that the right of access is limited to your own personal data, and certain data is exempt from the right of access. This will include information that identifies other individuals, or information that is subject to legal privilege.

The Foundation will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to Foundation systems. All staff will be made aware of this policy and their duties under Data Protection Law and receive relevant training.

If an individual believes that the Foundation has not complied with this policy or acted otherwise than in accordance with Data Protection Law, s/he should notify [ctaylor@esf-mail.org.uk](mailto:ctaylor@esf-mail.org.uk) . You can also make a referral to or lodge a complaint with the Information Commissioner’s Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the Foundation beforehand.