

Dallam School
Privacy Notice for Visitors
Privacy Notice (How we use visitors' information)

Under GDPR, individuals have a right to be informed about how the organisation 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 in governance roles at our school.

We, the South Westmorland Multi Academy Trust, Dallam School, Milnthorpe, Cumbria, LA7 7DD are the 'data controller' for the purposes of data protection law.

The categories of visitor information we process include:

- Personal information like your name, employer (if relevant to why you're here), and some location or other data e.g. the date & time you were here and your car registration if you're in our car park).
- Special categories of data like a disability we need to accommodate or positive Covid-19 result.

We use this data to comply with the law, for safety and security reasons, but also to understand who visits us, why, and improve the visitor experience.

If you visit us during the coronavirus (COVID-19) pandemic we will also ask for your contact telephone number and the names of individuals or groups you met with here face-to-face *for more than 15 minutes* because the law requires us to for the good of public health.

We will keep this information for 21 days and we will give it to any authorised UK national or local Test and Trace Service if they ask.

This does not affect your statutory data protection rights.

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.

Alternatively, you can make a complaint to the Information Commissioner's Office:

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**:

- Mrs Jo Hamer
Dallam School
Milnthorpe
LA7 7DD
Tel: 015395 65165