Privacy Notice for Visitors and Contractors 2025-26

This notice is for all contractors and visitors who work at and visit St Catherine's CE Primary School. It explains the purposes for which we hold information about you.

All data is held and processed in line with St Catherine's CE Primary School's Data Protection Policy, which can be viewed on request.

What data does St Catherine's CE Primary School collect and why?

We maintain an electronic signing in system, which includes employees (visiting site), visitors and contractors. The system will collect and keep your personal data such as Your name, company name and a passport size photograph. This information is collected for health, safety and security purposes.

CCTV System

The Closed Circuit Television (CCTV) system, is installed at strategic locations to provide a safe and secure environment as part of our commitment to safety and security. We use the CCTV system fairly, within regulatory guidelines and law, with the personal privacy of individuals using the building and the objective of recording incidents for safety and security in mind. The CCTV policy for St Catherine's CE Primary School can be viewed on request.

St Catherine's CE Primary School, have CCTV in operation which is in line with St Catherine's CE Primary School's CCTV Policy.

Accidents and Incidents Reporting

In the event of an accident or incident, St Catherine's CE Primary School will request the visitor/contractor to complete an Incident Report Form. This will include personal data from the injured party or person suffering from ill health, such as name, address, date of birth, next of kin and details of the incident to include any relevant medical history. The data is collected as St Catherine's CE Primary School's has a legal duty to document workplace incidents/accidents and to report certain types of accidents, injuries and dangerous occurrences arising out of its work activity to the relevant enforcing authority.

Incidents and accidents will be investigated to establish what lessons can be learned to prevent such incidents/accidents re-occurring including introduction of additional safeguards, procedures, information instructions and training, or any combination of these. Monitoring is undertaken but on an anonymised basis. The information is also retained in the event of any claims for damages.

Legal Basis for processing:

The legal basis of processing is set out as follows:

Area	Legal basis	Information
Visitor signing in/out system	Legitimate Interests	To ensure that there is a safe environment for every person visiting St Catherine's CE Primary School premises.
CCTV		
Accidents and Incidents reporting		

Disclosures

St Catherine's CE Primary School would only disclose information from the Visitor signing in/out system or CCTV, which is required to detect or prevent crime. This is usually on receipt of a Police issued personal data request form, required under Police Investigations Section 29(3) of DPA 1998. There are instances such as prevention of threat to life or serious injuries, where personal information may be provided without a signed police DPA form.

Your rights as a Data Subject

Under the Regulation, Data Subjects have 8 rights, as listed below. St Catherine's CE Primary School will ensure procedures are in place to be able to respond in a timely manner to any request from a Data Subject to exercise one of their rights. The 8 rights are:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Rights in relation to automated decision making and profiling

Subject Access Requests

If you wish to see copies of the information held on you by St Catherine's CE Primary School, you may submit a Subject Access Request. Such requests must be made in writing and marked for the attention of the Kris Edwards - school business manager

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 Lead.

St Catherine's CE Primary School is registered as a Data Controller with the Information Commissioner's Office (ICO).

Our Data Protection Officer (DPO) is provided by SIPS Education Ltd. The following officers can be contacted via GDPR@sips.co.uk:

Amanda Moore
Chenille Tennant

You can also report a concern online to the Information Commissioners Office at https://ico.org.uk/concerns
Telephone Number 0303 123 1113

Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF 12.

Changes to this privacy notice

This privacy notice may be updated from time to time. We encourage you to check this privacy notice from time to time to ensure you understand how your data will be used and to see any minor updates. If material changes are made to the privacy notice, for example, how we would like to use your personal data, we will provide a more prominent notice (for example, email notification or correspondence of privacy notice changes).