



LEICESTER

THERAPEUTIC SCHOOL

BUILDING FOUNDATIONS THROUGH NURTURE AND MINDSET

Privacy Notice For Visitors And Contractors

Policy Owner	Gurjinder Sahota
Last Updated	September 2026
Ratified by Chair of Governors	September 2026
Review Date	September 2027
Linked Policies	Safeguarding and Child Protection Policy Data Protection Policy Data Breach Policy Data Retention Policy

Safeguarding at Leicester Therapeutic School

At Leicester Therapeutic School, we are committed to providing an environment in which students feel safe and secure to access their education. All stakeholders are responsible for ensuring the safety and well-being of children. Safeguarding is everyone's responsibility, and all staff are encouraged to maintain an "it could happen here" attitude. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. Leicester Therapeutic School are dedicated to creating a strong safeguarding culture, and that the safety and well-being of children is the central thread that embeds itself through all aspects of the school. If a person is concerned about anything they read, witness or hear with regards to the school, they should contact the school's designated safeguarding lead immediately or Headteacher. Safeguarding, and the safety and well-being of all pupils at Leicester Therapeutic School is carefully considered and a central theme through all school policies.

Special Educational Needs & Disabilities (SEND) at Leicester Therapeutic School

At Leicester Therapeutic School, we are passionate about providing an inclusive education to children with special educational needs. We recognise and celebrate the individuality of our pupils and use personalised approaches, allowing pupils with SEND to feel supported during the school day. We strive to provide pupils with the same opportunities and experiences that pupils would have received at a mainstream school, believing passionately that in the right environment, with the right support, pupils will flourish in education. We do this by focusing on providing a SEND friendly environment, a differentiated curriculum and a strong focus on developing pupils' personal, social and emotional development. The special educational needs and disabilities of all pupils at Leicester Therapeutic School is carefully considered and a central theme through all school policies. For more information, please read the school's SEND Information Report.

This privacy notice explains how Leicester Therapeutic School collects and uses personal information about visitors and contractors in accordance with UK data protection law.

UK data protection law includes the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Data (Use and Access) Act 2025, which amended parts of the UK data protection framework.

This notice applies to current and former visitors, contractors and other third-party professionals who attend or provide services to the School.

1. Who Collects this Information

Leicester Therapeutic School is the data controller for the information described in this notice. We decide why and how it is used and are responsible for handling it lawfully.

This notice does not form part of a contract. We may update it from time to time and will make the current version available to visitors and contractors.

Please read this notice alongside the School policies referred to within it so you understand how we use and protect your information and how you can exercise your rights.

2. Data Protection Principles

We will comply with the UK data protection principles when collecting and using personal information, as set out in our Data Protection Policy.

3. Categories of Visitor Information we Collect, Process, Hold and Share

We process information relating to people who visit or provide services to our School. This may include:

- Identity and contact information, such as your name, organisation, role, telephone number, email address and, where necessary, address or date of birth;
- Safeguarding and suitability information, where required, such as confirmation of DBS, barred list, identity or right to work checks;
- Information about your visit, such as the purpose of visit, person being visited, arrival and departure times and vehicle registration;
- Information about accessibility, health or emergency arrangements needed for a safe visit or delivery of services;
- A photograph or visitor badge image where used for identification and site security;
- CCTV or other security footage captured while you are on the School site.

Where necessary, we may also process special category information, including:

- Health or disability information needed for accessibility, health and safety, emergency arrangements or safe service delivery;
- Other special category information only where there is a specific, lawful and necessary reason to process it.

4. How we Collect this Information

We may collect information from you, your employer or contracting organisation, the DBS, the Home Office, relevant public authorities and professional advisers. We may also collect information through our sign-in, access-control, CCTV, email and IT systems and records created during your visit.

5. How we use your Information

We will only use your personal information where the law allows us to. Depending on the purpose, we may rely on:

Contract - where processing is necessary to enter into or perform a contract;

Legal obligation - where processing is required to meet a legal or regulatory duty;

Vital interests - in exceptional circumstances to protect someone's life or physical safety;

Legitimate interests - where processing is necessary for the School or a third party and your rights do not override those interests;

Consent - where we ask for consent for a genuinely optional use of your information.

The lawful basis will depend on the purpose. We will not rely on consent where another basis is more appropriate.

- We may use your personal information to:
- Ensure the safe, secure and orderly running of the School;
- Manage visitors, contractors and third-party professionals on site;
- Check identity, suitability and safeguarding assurance where required;
- Manage contracts, services, invoices, records, policies and procedures;
- Meet safeguarding, health and safety, regulatory and other legal duties;
- Administer visits, access arrangements and the provision of services;
- Manage access to buildings, facilities, systems and information;
- Protect our networks, systems and information from security risks;
- Respond lawfully to insurers, advisers, commissioners or public authorities;
- Respond to accidents, incidents, emergencies and health and safety matters;
- Prevent or investigate fraud, safeguarding concerns, security incidents or unlawful activity; and
- Establish, exercise or defend legal claims and comply with investigations, court or regulatory requirements.

More than one lawful basis may apply. Where we rely on legitimate interests, we will balance those interests against your rights and freedoms.

We will use your information for the purpose for which it was collected unless a further use is compatible with that purpose. If we need to use it for an unrelated purpose, we will explain the lawful basis unless an exemption applies.

6. How we use Special Category Information

Special category information receives extra protection. Where we process it, we must identify both a lawful basis and an appropriate special category condition. We may process it:

- With your explicit consent where appropriate;
- Where necessary to meet legal obligations or exercise specific legal rights;
- Where necessary for substantial public interest reasons, including safeguarding where the legal conditions are met;
- Where permitted for vital interests, legal claims or another lawful purpose, with appropriate confidentiality and security safeguards.

7. Criminal Convictions

We will only process criminal conviction or offence information where this is lawful and necessary, for example for safeguarding and suitability checks. An appropriate condition under the Data Protection Act 2018 will be identified and documented where required.

8. Sharing Data

We may share personal information where required by law, necessary for safeguarding or site security, necessary to administer a contract or service, or otherwise supported by a lawful basis. Recipients may include:

- the Department for Education (DfE);
- Ofsted and other relevant regulators or inspectorates;
- your employer, contracting organisation or commissioning body;
- the police, HMRC and other relevant public authorities;
- the Local Authority, LADO and other safeguarding partners;
- lawyers, consultants, auditors, insurers and other professional advisers;
- IT, information security, visitor-management, CCTV, access-control and data-protection providers;
- education, health, social care or support professionals where sharing is necessary and lawful; and
- the DBS and other bodies involved in lawful safeguarding or suitability checks.

We will share only the information needed for the purpose and will use secure methods. Information will be anonymised or pseudonymised where appropriate.

Service providers processing information on our behalf must provide appropriate confidentiality, data protection and security safeguards.

If we transfer personal information outside the UK, we will ensure the transfer is lawful and protected by UK adequacy regulations, approved safeguards or another lawful transfer mechanism.

9. Retention Periods

We keep personal information only for as long as needed for the purpose for which it was collected and to meet legal, safeguarding, accounting, insurance or regulatory requirements or to deal with legal claims.

Retention periods are set out in the School's data retention arrangements. Information will then be securely deleted, destroyed or anonymised unless there is a lawful reason to keep it longer.

10. Security

We use appropriate technical and organisational measures to protect personal information against loss, misuse, unauthorised access or disclosure. Access is limited to people who have a legitimate need to know.

Further information about our security arrangements is set out in the School's Data Breach Policy and Information Security Policy.

11. Your Rights of Access, Correction, Erasure and Restriction

Please tell us if the personal information we hold about you changes so that our records remain accurate and up to date.

Depending on the circumstances, you may have the right to:

- Access your personal information through a subject access request. We will carry out searches that are reasonable and proportionate, as required by law;
- Ask us to correct inaccurate or incomplete information;
- Ask us to erase information where there is no lawful reason to continue processing it;
- Ask us to restrict processing in certain circumstances;
- Object to processing in certain circumstances, including where we rely on legitimate interests;
- Ask for your information to be transferred where the right to data portability applies.

To exercise any of these rights, contact Gurjinder Sahota or the School's Data Protection Officer. You will not normally have to pay a fee, although the law permits a fee or refusal in limited circumstances.

We may ask for information reasonably needed to confirm your identity or clarify a request. Where the law allows us to pause a response period while awaiting information, we will explain this to you.

12. Right to Withdraw Consent

Where we rely on consent, you may withdraw it at any time. Withdrawal does not affect processing already carried out. We will stop the relevant processing unless another lawful basis allows or requires us to continue.

13. How to Raise a Concern

If you have a question or concern about how the School uses your personal information, please contact Gurjinder Sahota. You may also make a data protection complaint directly to the School.

Our Data Protection Officer (DPO) oversees compliance with data protection law. We will provide a clear way to make a complaint, acknowledge it within 30 days, investigate it without undue delay, keep you informed where appropriate and tell you the outcome. If your concern cannot be resolved by Gurjinder Sahota, contact the DPO below:

Data Protection Officer:	Judicium Consulting Limited
Address:	98 Theobalds Road, London, WC1X 8WB
Email:	dataservices@judicium.com
Website:	www.judiciumeducation.co.uk

You also have the right to complain to the UK data protection regulator, the ICO. We would welcome the opportunity to address your concern first, but this does not affect your right to contact the ICO.

14. Changes to this Privacy Notice

We may update this notice to reflect changes in law, guidance or the way we process information. Significant changes will be brought to the attention of visitors and contractors where appropriate. This notice was reviewed in September 2026 to reflect the Data (Use and Access) Act 2025 and current ICO guidance.