



Privacy Notice – How we use visitors' information

This privacy notice will help you to understand what personal data Portchester Community School collects about you, how they use this personal data, and what rights you have regarding your personal data.

It is important that you read this notice, together with any other privacy notice that is provided to you on specific occasions when we are collecting or processing your personal data, so that you are aware of how and why we are using it.

This notice applies to individual persons who are external to the school. This notice does not form part of any contract. This notice can be updated at any time and we will inform you if this occurs.

Personal data is any information that can be used to identify a living individual, either on its own, or in combination with other pieces of data. Examples of personal data includes your name and address and email address, or your car registration number.

Data processing includes the collection, use, and storage of data.

This notice is to inform visitors who attend the school on an ad-hoc basis or as part of a more long term agreement.

The Data Protection Officer for Portchester Community School can be contacted via email dpo@portchester.hants.sch.uk

1. The purpose of processing your data

We process your personal data for the purposes of site security.

2. The lawful basis for processing your data

We processes your personal data for the purposes of the legitimate interest pursued by the controller, per Article 6(1)(c) of the GDPR.

3. Your rights

You have the following rights regarding your personal data:

- you have the right to request access to your data
- you have the right to correct your data if it is incorrect
- you have the right to obtain from the controller the erasure of your data
- you have the right to object to your data being processed

If you wish to exercise your rights please contact the Data Protection Officer via the email address above.

4. If you do not provide your personal data

If you do not provide all of the requested personal data then the school may prevent access to its establishments.

5. Data Transfers

Your personal data will not be shared with any other organisation unless a safeguarding issue or concern is raised.

6. How long we keep your personal data

Your personal data will be retained for 6 months after your visit. In circumstances when someone is visiting the office on several occasions over a short period, their personal data will be retained until the final visit and then destroyed 6 months later. In the case of a safeguarding concern being raised, data can be held for a longer period of time.

7. The use of automated decision making

Your personal data is not used in any automated decision making (making a decision solely by automated means without any human involvement) or profiling (automated processing of personal data to evaluate certain conditions about an individual).

8. Change of purpose

We will only process your personal data for the purpose for which we collected it unless a safeguarding concern dictates otherwise.

9. Changes to this privacy notice

We reserve the right to update this privacy notice at any time and we will provide you with a new privacy notice when we make any substantial changes. We will also notify you in other ways from time to time about the processing of your personal data.

10. How to lodge a complaint

If you have a complaint regarding the processing of your personal data then please contact the Data Protection Officer. You also have the right to lodge a complaint with the supervising authority, the Information Commissioner's Office (ICO), at any time. Should you wish to exercise that right, the full details are available at the [ICO website](#).