



## Privacy Notice for Visitors

Under data protection law, individuals have a right to be informed about how Honeywell Schools use any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about visitors to the school.

Honeywell Schools are the 'data controller' for the purposes of data protection law.

Our data protection officer service is provided by Wandsworth Borough Council (see 'Contact us' below.)

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### THE PERSONAL DATA WE HOLD

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name
- Contact details
- Information relating to the visit, eg. company or organisation name, arrival and departure time, car number plate

We may also collect, store, use and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about any access arrangements that may be required
- Photographs for identification purposes
- CCTV images captured in school

We may also hold data about you that we have received from other organisations, including other schools and social services.

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### WHY WE USE THIS DATA

The purpose of processing this data is to support Honeywell Schools to:

- Identify you and keep you safe while on the school site
  - Keep pupils and staff safe
  - Maintain accurate records of visits to the school
  - Provide appropriate access arrangements
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## **USE OF YOUR PERSONAL INFORMATION FOR MARKETING PURPOSES**

Where you have given us consent to do so, Honeywell Schools may send you marketing information by email or text promoting Honeywell Schools events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these texts and/or emails at any time by clicking on the "Unsubscribe" link at the bottom of any such communication, or by contacting us (see 'Contact us' below.)

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## **OUR LAWFUL BASIS FOR USING THIS DATA**

We only collect and use your personal data when the law allows us to. Most commonly, we process it where we need to comply with our legal obligation to keep our pupils and staff safe while on the school premises.

Less commonly, we may also process your personal data in situations where:

- We need it to perform an official task in the public interest
- We have obtained consent to use it in a certain way
- We need to protect someone's vital interests (save your life, or someone else's)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

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## **COLLECTING THIS INFORMATION**

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

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## **HOW WE STORE THIS DATA**

We keep personal information about you while you are visiting our schools. We may also keep it beyond your visit to Honeywell if this is necessary.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will retain and dispose of your personal information in accordance with *the Information and Records Management Society's toolkit for schools*.



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## **DATA SHARING**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The organisation/ company that you are representing
- Professional advisers and consultants – to meet safeguarding obligations
- Health authorities
- Police forces, courts – to meet safeguarding obligations

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## **TRANSFERRING DATA INTERNATIONALLY**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

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## **YOUR RIGHTS**

### **How to access the personal information we hold about you**

Individuals have a right to make a 'subject access request' to gain access to personal information that Honeywell Schools holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form



You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact the School Business Manager.

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## **YOUR OTHER RIGHTS REGARDING YOUR DATA**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the School Business Manager.

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## **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
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## **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:

**Gary Hipple** on [schoolsdpo@wandsworth.gov.uk](mailto:schoolsdpo@wandsworth.gov.uk)