

# **PRIVACY NOTICE (TIER 4)**

## **VISITORS, CONTRACTORS AND STAFF ON PREMISES**

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### **1. Scope**

This privacy notice covers all data subjects (visitors, contractors and staff) whose personal data is collected when signing in to our premises in line with the requirements of the General Data Protection Regulation (GDPR).

### **2. Responsibilities**

- 2.1** The Data Protection Officer / Trust Compliance Manager is responsible for ensuring that this notice is made available to data subjects prior to Vision Academy Learning Trust collecting/processing their personal data.
- 2.2** All Employees/Staff of Vision Academy Learning Trust who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

### **3. Privacy notice**

#### **The personal data we collect from you is**

- First Name, Surname, Car Registration
- CCTV

#### **Our legal basis for processing and the purpose of processing is as follows:**

- Article 6(1)(c) - processing is necessary for compliance with a legal obligation to which the controller is subject; Keeping children safe in education 2016; Health and Safety at Work Act 1974
- Article 6(1)(e) - processing is necessary in order to protect the vital interests of the data subject or of another natural person

#### **3.1 Consent**

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Failure to consent to this Privacy Notice means that we cannot grant you access to these premises.

#### **3.2 Retention period**

Vision Academy Learning Trust will retain visitor records for the current year + 6 years. CCTV footage is kept for 6 months.

#### **3.3 Your rights as a data subject**

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In the event that you wish to make a complaint about how your personal data is being processed by Vision Academy Learning Trust please contact the Trusts' Data Protection Officer by email at [dpo@valt.org.uk](mailto:dpo@valt.org.uk). For further information visit <http://valt.org.uk>.