



Visitors and Volunteers

Privacy Notice

2023 - 2024

Privacy Notice for Visitors and Volunteers

The school regularly receives visitors. Visitors may be from other organisations, or be emergency contacts for pupils, parent/guardians or suppliers. We also sometimes have volunteers who come in to support our school activities. To ensure the safety of our students and staff we ask visitors and volunteers to sign in on arrival. For this purpose, we collect the following data where relevant:

- Name
- Contact Details
- Car registration
- Car make/model
- Who they are visiting
- The purpose of the visit
- The date and time of arrival
- The date and time of departure
- A digital image of the visitor
- Vetting information (DBS)

The records may also contain special category personal information, for example:

- Ethnicity (only if determined from the digital image)
- Religion (only if determined from the digital image)

The school is the data controller for this information. Data processors support this activity through the provision of systems. The legal basis we rely on when using this personal information is Legitimate Interest as we undertake this activity to maintain a safe environment for our students, staff and visitors. For vetting information our legal basis is Legal Obligation.

We do not share this personal information unless we are required to by law, or where it is necessary to protect others.

Visitor and volunteer information is generally retained for one year from last activity, however, may be retained beyond this period where there is a justifiable business need to do so.

General Information

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see section 5 of our main notice.

If you would like a copy of the Legitimate Interest Assessment we have completed for this activity, please contact the school office.

School Data Protection Role Contact Details

Role	Name	Email contact
Data Protection Officer (DPO)	Ms. L. Almond	IGS@essex.gov.uk
Senior Information Risk Owner (SIRO)	Mr. S. Proctor	admin@westthurrockacademy.co.uk
Information Champion (IC)	Mrs. J. Pitcher	admin@westthurrockacademy.co.uk
Information Governance Governor	Mrs. S. Stronach	Chair@westthurrockacademy.co.uk