

Privacy Notice Visitor

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	Personal data of visitors to the school							
What personal data do we need from you?	Name	Car registration	Car make/model	Visiting who				
	Purpose of visit	Date and time of arrival	Date and time of departure					
Who will be using your Personal Data?	Who is the Data Controller ?			St Benedict's Catholic College				
	Who is the Data Controller's Data Protection Officer ?			Essex Information Governance Service (IGS)				
	Are there any Data Processors ?			Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
	Who are they?			N/A				
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s) :			To ensure the safety of our students and staff we ask visitors to sign in on arrival.				
	The Legal Condition(s) :			Public interest				
	You may withdraw your consent at any time by contacting us							
Who else might we share your data with?	N/A							
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections ?	No.							
How long will your data be kept?	When will it stop being used?			Minimum of 7 years				
	How long after this will it be deleted?			This information will be retained for a minimum of 7 years from the date of the visit.				
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input type="checkbox"/>
	Restrict	<input checked="" type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>
We will make automated decisions or profile you based on your data	How will this be done?			N/A				
	What will happen as a result of the decisions?			N/A				
As you are giving your data directly to us:	This is the reason why we are allowed to ask for it and use it:			Public interest of keeping students, staff and other visitors safe.				
	This is what could happen if you refused to let us use your data for this purpose:			We couldn't allow you on site to visit.				

If your information leaves the country		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 overarching privacy notice.			
As you are not giving your data directly to us:	This is who is giving us your personal data:	N/A			
	This is a source of personal data open to anyone	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	These are the categories of personal data being given to us	N/A			
Visit the following links for more information about Privacy Law, our obligations and your Rights:					
The ICO Guide to the General Data Protection Regulations 2016 The General Data Protection Regulations 2016					
If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:					
Postal Address	Essex County Council. County Hall. Chelmsford. CM1 1QH				
Email	IGS@essex.gov.uk				
Phone Number	0333 032 2970				
If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:					
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF				
Online	Or visit ico.org.uk or email casework@ico.org.uk				
Phone Number	0303 123 1113				

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