

Privacy information for Visitors

School Values

In our school, our Christian vision shapes all we do. All members of the school community are committed to upholding the St Michael's Church of England Christian values:

- to show love, care and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential

Introduction

This notice is for all visitors who work at and visit St Michael's Church of England High School. It explains the purposes for which we hold information about you.

Who processes your information?

St Michael's Church of England High School is the data controller for the information you provide during the process unless otherwise stated. If you have any queries about the process or how we handle your information, please contact us at compliance@st-michaels.sandwell.sch.uk.

What data does St Michael's collect and why?

We maintain an electronic signing in system, which includes employees, and visitors. The system will collect and keep your personal data such as Your name, company name and a passport size photograph. This information is collected for health, safety and security related purposes.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

Accidents and incident reporting

In the event of an accident or incident at St Michael's Church of England High School, we will request the visitor to report to reception to complete an Incident Report Form. This will include personal data from the injured party or person suffering from ill health, such as name, address, date of birth, next of kin and details of the incident to include any relevant medical history. The data is collected as St Michael's has a legal duty to document workplace incidents/accidents and to report certain types of accidents, injuries and dangerous occurrences arising out of its work activity to the relevant enforcing authority.

Incidents and accidents will be investigated to establish what lessons can be learned to prevent such incidents/accidents re-occurring including introduction of additional safeguards, procedures, information instructions and training, or any combination of these. Monitoring is undertaken but on an anonymised basis. The information is also retained in the event of any claims for damages.

"What does the Lord ask of you? To act justly, to love mercy and to walk humbly with your God."

(Micah 6:8)

Legal Basis for processing:

The legal basis of processing is set out as follows:

Area	Legal basis	Information
Visitor signing in/out system	Legitimate Interests	To ensure that there is a safe environment for every person visiting St Michael's premises.

In many circumstances, we will not disclose personal data without consent. However, when we investigate a complaint, for example, we will need to share personal information with the organisation concerned and with other relevant bodies.

Disclosure of personal information

St Michael's Church of England High School will only disclose information from the visitor signing in/out system, which is required to detect or prevent crime. This is usually on receipt of a Police issued personal data request form, required under Police Investigations Section 29(3) of DPA 1998. There are instances such as prevention of threat to life or serious injuries, where personal information may be provided without a signed police DPA form.

Your rights as a Data Subject

Under the Regulation, Data Subjects have eight rights, as listed below. St Michael's Church of England High School will ensure procedures are in place to be able to respond in a timely manner to any request from a Data Subject to exercise one of their rights. The eight rights are:

- right to be informed
- right of access
- right to rectification
- right to erasure
- right to restrict processing
- right to data portability
- right to object
- rights in relation to automated decision making and profiling

Complaints or queries

St Michael's Church of England High School tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures. You do also have the right to lodge a complaint with the Information Commissioners Office (ICO) in relation to how St Michael's Church of England High School processes your personal data. If you wish to make a complaint to the ICO, you can do so on the ICO's website www.ico.org.uk or call their helpline on 0303 123 1113.

Access to personal information

St Michael's Church of England High School tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you, we will:

- give you a description of it
- tell you why we are holding it
- tell you who it could be disclosed to and
- let you have a copy of the information in an intelligible form

To make a request for any personal information we may hold you need to put the request in writing addressing it to our Compliance Officer, or to the address provided below. If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone. If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting the Compliance Officer.

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice is due to be updated in May 2020.

How to contact us

If you want to request information about our privacy policy, you can email us at compliance@st-michaels.sandwell.sch.uk or write to:

St Michael's Church of England High School
Curral Road
Rowley Regis
West Midlands
B65 9AN