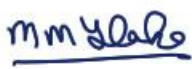


## Privacy Notice 10 (Guest WiFi Users)

<b>Document Name: Privacy Notice: Guest WiFi Users</b>	<b>Reference: Privacy Notice 10</b>
<b>Owner/Reviewer: COO</b>	<b>Review Date: 30 March 2026</b>
<b>Approved by: COO</b>	<b>Approval Date: 30 March 2026</b>
<b>Chair of Trust Board</b> 	<b>Review Frequency: Annually</b>
	<b>Next Review: Spring Term 2027</b>

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### Instructions for use:

There are two elements to this Privacy Notice. Page 2 of this document is a simple version which can be made available at the point of data collection – i.e. linked to the sign-up page for the Guest WiFi.

The main Guest WiFi User privacy notice follows from Page 3 onwards which can be made available on request or could be added to your website. The first two pages can be removed when using this element.

Simple Text for Guest WiFi Users that can be used on the sign-up page for the Guest WiFi:

This Privacy Notice for Guest WiFi Users explains how and why we store personal information about those who use the guest WiFi at our school. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR). Our ICO registration number is **Z7387577**.

We collect the following personal information – **Name and Email address**

Our legal basis for collecting this information is under Article 6(b) of the UK GDPR – Performance of a Contract.

The reason we collect this information is to:

- authenticate and manage secure access to the school/trust wireless network
- maintain network security, including detecting and preventing unauthorised access or misuse
- meet safeguarding and online safety expectations through appropriate filtering and monitoring, with concerns escalated to the designated safeguarding lead as required
- generate activity logs needed to investigate security or safeguarding incidents
- fulfil our legal and compliance obligations relating to cyber security and data protection
- communicate essential service information to the user (for example, access credentials or usage notices)

This data is shared with our guest WiFi and network provider in order to perform the service of providing the guest WiFi. It is not shared with any other third party unless legally required and is retained securely by the school in line with our retention schedule. Please see our Policy for further information. These are available on our website or on request from the school office.

Full information is available in our Privacy Notice (How We Use Guest WiFi User Information) which can be obtained on request.

## Privacy Notice (How We Use Guest WiFi User Information)

This Privacy Notice for Guest WiFi Users explains how and why we store personal information about those who access our Guest WiFi. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR). Our ICO registration number is **Z7387577**.

### The Categories of Guest WiFi User Information That We Process Include:

We process the following personal information from Guest WiFi Users - **Name and Email address**

Why We Collect and Use Guest WiFi User Information

We use Guest WiFi User data to:

- authenticate and manage secure access to the school/trust wireless network
- maintain network security, including detecting and preventing unauthorised access or misuse
- meet safeguarding and online safety expectations through appropriate filtering and monitoring, with concerns escalated to the designated safeguarding lead as required
- generate activity logs needed to investigate security or safeguarding incidents
- fulfil our legal and compliance obligations relating to cyber security and data protection
- communicate essential service information to the user (for example, access credentials or usage notices)

Under the UK General Data Protection Regulation (UK GDPR), the legal basis we rely on for processing personal information for these purposes are:

(6b) Performance of a Contract: the processing is necessary for the performance of a contract to which the data subject is party.

The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation.

### Storing Guest WiFi User Information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see our Data Protection Policy and our GDPR Compliant Records Managements Policy by visiting [Shires MAT](#).

## Who We share Guest WiFi User Information With

We share Guest WiFi User information with our guest WiFi and network provider in order to perform the service of providing the guest WiFi. We do not share Guest WiFi User information with any other third parties unless we are legally required to do so.

## Requesting Access to Your Personal Data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our Data Protection Officer, SchoolPro TLC Ltd at [DPO@schoolpro.uk](mailto:DPO@schoolpro.uk).

Depending on the lawful basis used for processing data (as identified above), you may also have the right to:

- have your personal data rectified if it is inaccurate or incomplete;
- request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics; or
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact our Data Protection Officer which is SchoolPro TLC Ltd via [DPO@schoolpro.uk](mailto:DPO@schoolpro.uk). You can also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 30 March 2026.

## Contact

If you would like to discuss anything in this privacy notice, please contact: our Data Protection Officer, SchoolPro TLC Ltd at [DPO@schoolpro.uk](mailto:DPO@schoolpro.uk).