



Privacy Notice - Visitors

Date of Review: September 2026

Date of Next Review: September 2028

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How we use visitors' data

We the Laurus Trust are a data controller for the purposes of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This privacy notice explains how we collect, use, store and share personal information about visitors to our school.

We collect your information to:

When you visit our school, we may collect personal information in order to:

- *Safeguard pupils, staff and visitors.*
- *Maintain the security of the school site and premises.*
- *Control access to school buildings.*
- *Verify the identity of visitors where appropriate.*
- *Comply with our legal safeguarding and health and safety obligations.*
- *Manage and record attendance at meetings, events and visits.*
- *Investigate incidents or concerns where necessary. Ensure that all children and staff learn and work in an environment where they are safe and free from harm.*
- *Issue visitor passes and keep a log of visitors in the building.*
- *Ensure that appropriate access arrangements can be provided for volunteers who require them*

The categories of visitor data we collect include;

- *Name and contact details.*
- *Information relating to your visit such as your company's name, vehicle registration, purpose of your visit and times when you were in the school.*
- *Photographs (for identification purposes)*
- *CCTV images captured whilst on trust/school premises.*
- *Information relating to safeguarding e.g. DBS checks.*

We may also collect special category data from you where relevant your health and safety;

- *Disability, health and access requirements.*

The lawful basis on which we use this information

When we collect, process or share your information, we ensure it is lawful for at least one of the following reasons:

- **Article 6(1)(c) - legal obligation**

Where processing is necessary to comply with obligations relating to safeguarding, health and safety, and security.

- **Article 6(e) - public interest**

Where processing is necessary for us to carry out our public functions as a school.

Sometimes, we may also use your personal information where:

- **Article 6(1)(a) – consent**

You have given us consent to use your data for a specific purpose.

- **Article 6 (d) - vital interest**

It is in your or another's vital interests for your personal information to be passed to these people or services, to the extent that it is necessary to save someone's life.

Where we process special category personal data, such as health or disability information, we will ensure an appropriate condition under Article 9 UK GDPR also applies.

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to your withdrawal. Please contact dataprotection@laurustrust.co.uk should you wish to withdraw your consent for any of the above activities.

How Long We Keep Your Information

We hold visitor data securely and in line with our Records Retention Schedule.

We maintain a visitor management system to store personal information about all visitors. The information contained in this system is kept secure and is only used for purposes specified by this privacy notice.

When this information is no longer required, it will be confidentially destroyed or deleted. For more information on our data retention schedule and how we keep your data safe please contact dataprotection@laurustrust.co.uk.

Who we share visitor data with

We do not routinely share this information with any external organisations or third parties.

There may be circumstances in which we may lawfully share your data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws.

We will not give information about you to anyone outside this establishment without your consent

unless the law permits it.

Requesting access to your personal data

Under data protection legislation, individuals have the right to request access to information about them that we hold. To make a request for your personal information, please contact dataprotection@laurustrust.co.uk or alternatively you can view our Data Subject Rights Guidance at [Policies & GDPR – The Laurus Trust](#)

You also have the right to:

- *object to processing of personal data that is likely to cause, or is causing, damage or distress*
- *prevent processing for the purpose of direct marketing*
- *object to decisions being taken by automated means*
- *in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and*
- *claim compensation for damages caused by a breach of the Data Protection regulations*

Contact us

If you would like to discuss anything in this privacy notice, please contact:
dataprotection@laurustrust.co.uk.

Or the School's Data Protection Officer:
IGschoolsupport@stockport.gov.uk

Complaints

If you are concerned about the way we have handled your personal information, please contact the school in the first instance.

If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO):

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

<https://ico.org.uk/make-a-complaint/>

Equality Impact Statement

Names and title of people involved with this assessment	Rachel Robinson Trust Director of Inclusion
Impact assessment carried out with regard to identified characteristics	☒ Race ☒ Disability ☒ Sex ☒ Age ☒ Religious belief ☒ Sexual Orientation ☒ Gender Reassignment
Summary of any issue/proposed changes	N/A
Date	30.09.26
Date of next review	September 2028



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