



Data Protection Privacy Notice for Contractors & Visitors

This document describes the information we collect about contractors we engage and visitors to our school, and how we use and share this information.

Under data protection legislation, Keston Primary School is the data controller of the personal information we hold. Keston Primary School designates the Headteacher as its representative with regards to data protection.

The postal address of the school is: Keston Primary School, Keston Avenue, Coulsdon, CR5 1HP.

Why do we collect and use your information?

Keston Primary School is a non-profit school funded by the Department for Education (DfE). It is required that personal data is collected & processed in order to enable the effective & safe running of the School. We process personal data in order to meet the legal obligations & safeguarding requirements set out in UK employment and child protection law.

The information we hold may include names, addresses and contact details (including next of kin), relevant qualifications, financial data & contractual information. It may also include sensitive personal characteristics such as your ethnic group, language, country of birth, sickness & relevant medical information. We may keep photographs of contractors & visitors for safeguarding and identification reasons.

The information we hold is data that has either been provided to us by you, your employer or data which we have gathered (e.g. time and dates of visits, car registration, and Disclosure & Barring checks) during your visit to our school.

Keston Primary School may identify additional uses of your data, which may be of benefit to the school community. Examples may include optional extra-curricular activities, fundraising or promotional activities. We will always seek your consent before using your data for these reasons. If you give consent, you may change your mind at any time.

How long is your data stored for?

Personal data relating to contractors and visitors is stored in line with the school's **Data Retention Policy**. We keep information for as long as the law requires us to do so, and it is deleted when it is no longer required. You can see further details in the policy on our school website or upon request to the school office.

Will my information be shared?

We do not share information about contractors or visitors with external agencies without prior consent, or unless the law or our policies require us to do so.

Requesting access to your personal data

Under data protection legislation, Contractors and visitors have the right to request access to view the information that we hold about them. Request for access to view your personal information must be recorded in writing. You may make a request verbally by speaking to a member of staff who will record your request.

Alternatively, you may use our Subject Access Request form or write your own letter addressed to the Headteacher sent care of our nominated DPO; OpenAIR Systems Limited, Unit 20 Capital Business Centre, Croydon, Surrey, CR2 0BS, or submit an emailed a request to Keston.sars@openair.systems

Further information is available in our Data Protection policy, copies of which are available upon request or can be downloaded from the school website. For further queries about the data we hold, please contact the school office on 01737 555103 or by email at office@keston.croydon.sch.uk

If you have a concern about the way we collect or use your personal data, we invite you to raise the matter with us in the first instance. Alternatively, you can contact the Information Commissioner's Office:

Online at: <https://ico.org.uk/concerns/>

By post:

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

By telephone: 0303 123 113 or 01625 545 745