

Data Protection Privacy Notice for our Visitors and Contractors

Under data protection law, individuals have the right to be informed about how the trust uses any personal data it holds about you. We comply with this right by providing privacy notices to individuals where we are processing their personal data. This document describes the information we collect about you, and how we use and share this information.

We record your name, vehicle registration and the times you are on site in our electronic visitor system. This information is used for safety purposes in the event of an emergency evacuation and also to enhance security and help safeguard pupils & staff. Your information is used to ensure we are aware of every person on site at all times and their reasons for visiting our school.

This information can be accessed electronically by authorised staff as appropriate. This data is not normally shared with anyone outside of the school, but may be provided to emergency services in the event of an emergency.

Visitor data is held in our electronic system for the convenience of visitors who return regularly.

For contractors the information we hold about you may include names, addresses and contact details (including next of kin), relevant qualifications, financial data and contractual information. It may also include sensitive personal characteristics such as your ethnic group, language, country of birth, sickness and relevant medical information. The information we hold has either been provided to us by you, your employer or data which we have gathered (eg time and dates of visits, car registration and Disclosure and Barring checks) during your visit to a trust school.

Beecholme, Chipstead Valley, New Valley and Keston Primary Schools are members of PACE Academy Trust. Under data protection legislation, Pace Academy Trust is the controller of the data in all PACE schools.

Use of your personal data for filtering and monitoring purposes

While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. Safeguarding and Child Protection policy, ICT Acceptable Use Policy) and our legal obligations
- Keep our network and devices safe from unauthorised access and prevent malicious software from harming our network.

How long is your data stored for?

Personal data relating to contractors and visitors is stored in line with the Trust **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 view this policy on our website at paceacademytrust.com.

Will my information be shared? We do not share information about our visitors or contractor with external agencies without prior consent, or unless the law, regulatory requirements or our policies require us to do so.

Requesting access to your personal data: Under data protection legislation, visitors and contractors have the right to request access to view the information that we hold about them. Requests 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 relevant Headteacher sent care of our nominated Data Protection Officer: Andy Trelford, OpenAIR Systems Limited, Unit 20 Capital Business Centre, Croydon, Surrey, CR2 OBS, or submit an emailed request to:

Beecholme Primary	beecholme.sars@openair.systems
Chipstead Valley Primary	chipstead.sars@openair.systems
Keston Primary School	keston.sars@openair.systems
New Valley Primary	newvalley.sars@openair.systems
PACE Academy	paceacademy.sars@openair.systems

Further information is available in our Data Protection Policy on the PACE Academy Trust website. For further queries about the data we hold, please contact the relevant school office.

The postal address of PACE Academy Trust is: c/o Chipstead Valley Primary School, Chipstead Valley Road, Coulsdon, Surrey, CR5 3BW.

The person responsible for protecting the data held by our Trust is Zoe Harris, Chief Executive.

The Trust has appointed Andy Trelford at OpenAIR Systems Limited as its Data Protection Officer. The DPO can be contacted by email dataprotection@openair.systems or in writing to OpenAIR Systems, Unit 20 Capital Business Centre, 22 Carlton Road, Croydon CR2 OBS.

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Registered Office:
Chipstead Valley Primary School,
Chipstead Valley Road,
Coulsdon, Surrey, CR5 3BW

Chief Executive

Zoe Harris MBE
info@paceacademytrust.com



www.paceacademytrust.com



Company No

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