



Achieving together in faith

Holy Cross Catholic MAC

Privacy Notice: Visitors

2024 – 2025

Responsible for Policy	Chris Connoll
Resources Committee Approval Date	16 October 2024
Posted on Website	30 October 2024
Sent out to Schools	30 October 2024
Date of Policy Review	October 2025 / Significant Change

Document Control:

Version History

Version	Status	Date	Author	Department	Summary of Changes
1.0	Draft	08/2024	C Connoll	HCCMAC, Central Team	Updated from WDPO.
1.0	Approved	16/10/2024		MAC Resources Committee	Approved

Workforce Privacy Notice

1. Who are we?

Holy Cross Catholic MAC is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes. We are the data controller for the following schools within our Multi Academy Company:

- Bishop Ullathorne Catholic School
- Cardinal Newman Catholic School
- Christ the King Catholic Primary School
- St Augustine's Catholic Primary School
- St Elizabeth's Catholic Primary School
- St John Vianney Catholic Primary School
- St Thomas More Catholic Primary School

Holy Cross Catholic MAC is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number **ZA553195**

You can contact Holy Cross Catholic MAC as the Data Controller in writing at:

DPO - Data Controller

Holy Cross Catholic MAC,
Heathcote Street,
Radford,
CV6 3BL
Email: DPO@hcmac.co.uk
Tel: 02475 186 555

You can contact Holy Cross Catholic MAC Data Protection Officer in writing at:

School Data Protection Officer

Warwickshire Legal Services
Warwickshire County Council
Shire Hall
CV34 4RL
Email: schooldpo@warwickshire.gov.uk

2. What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about data subjects.

3. What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

4. Policy Statement

During an individual's time with Holy Cross Multi-Academy Company, we will use information that we gather in relation to them for various purposes. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from the individual directly and data about the individual that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after they have left the school. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about our data subjects, why we process that data, who we share this information with, and the rights of individuals in relation to their personal data processed by us.

5. What personal information do we process about visitors?

The personal data that we may collect, use, store and share (where appropriate) about you includes:

- Full name
- Car registration
- Contact details and contact preferences
- If a regular professional visitor evidence that the individual holds an Enhanced Disclosure and Barring Service certificate
- Employer details
- Photographs
- CCTV images captured in school

We may also collect, hold and share the following "special categories" of more sensitive personal information:

- Information about your health or any relevant disabilities.

6. How is your personal information collected?

We collect personal information about visitors when you sign into our school premises. This information is stored within our electronic signing in system.

We may also collect information ahead of your visit to our school, which we collect directly from you or the person arranging your visit. E.g., the organisation you work for.

7. For what purposes do we use visitors' personal information?

We will use your personal information to:

- a) Identify you and keep you safe while on the school site
- b) Keep pupils and staff safe
- c) Maintain accurate records of visits to the school
- d) Provide appropriate access arrangements

8. Who might we share your information with?

Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way.

We will not share your data with third parties unless the law requires us to do so.

9. Our Lawful Basis for Processing Your Data

Our lawful bases for processing your information for the purposes listed above are:

- To comply with the law
- To fulfil a public task
- To protect yours or someone else's vital interests
- For purposes of substantial public interest
- Where we have asked for your consent to use your information
- Where we have identified a legitimate interest

10. What do we do with your information?

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. The School monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

11. How long do we keep your information for?

In retaining personal information, the School complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the AMC are required to retain the information. A copy of those schedules can be located using the following link:

<https://www.hccmac.co.uk/macpolicies>

12. Transferring data internationally

Where we transfer personal data to a country or territory outside of the UK, we will do so in accordance with data protection law.

13. What are your rights with respect of your personal information?

All of our workforce has the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

DPO - Data Controller

Holy Cross Catholic MAC,
Heathcote Street,
Radford,
CV6 3BL
Email: DPO@hcmac.co.uk
Tel: 02475 186 555

School Data Protection Officer

Warwickshire Legal Services
Warwickshire County Council
Shire Hall
CV34 4RL
Email: schooldpo@warwickshire.gov.uk

Please also refer to our Data Protection Policy for further details on requesting access to information. Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

14. Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.