



Privacy notice for visitors to the school site

Common Road Infant & Nursery School

April 2026

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Common Road Infant & Nursery school collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the UK General Data Protection Regulation (UK -GDPR) and Data Protection Act (2018). We are responsible as 'controller' of that personal information for the purposes of those laws.

This privacy notice explains how we collect, store and use personal data about **visitors**.

Common Road Infant & Nursery school is the 'data controller' for the purposes of data protection law.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about visitors includes, but is not restricted to:

- Name
- Company / Organisation
- Purpose of Visit
- Time in/Out.

Your arrival and departure is recorded manually by the administration team.

Why we use this data

We use this data to:

- Protect pupil welfare
- Protect the school buildings and site
- To protect our network

- Protect the safety of visitors to our school
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use visitors' personal data when the law allows us to. Most commonly, we process data to:

- We need to comply with a legal obligation

Less commonly, we may also process visitors' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)
- Where we have obtained consent to use visitors' personal data, this consent can be withdrawn at anytime. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

How we store this data

We keep personal information about visitors while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

This data is kept in the administration office.

We keep this data in line with the retention schedule set out by the Information Records Management Society

Data sharing

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about visitors with:

- Security organisations– to ensure the safety and welfare of pupils, staff and visitors
- Emergency Services – to ensure the safety and welfare of visitors and to meet any legal obligations and to ensure the safety of the whole school community.

Under Data Protection Act 2018 and UK - GDPR you have rights which you can exercise free of charge which may allow you to:

- know what we are doing with your information and why we are doing it
- ask to see what information we hold about you (subject access request)
- ask us to correct any mistakes in the information we hold about you
- object to direct marketing

- make a complaint to the Information Commissioners Office
- withdraw consent at any time (if applicable)

Depending on our reason for using your information you may also be entitled to:

- ask us to delete information we hold about you
- object to decisions being made that significantly affect you
- object to how we are using your information
- stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties.

For further information about your rights, including the circumstances in which they apply, [see the guidance from the UK Information Commissioners Office \(ICO\) on individuals' rights under GDPR.](#)

If you would like to exercise a right, please contact the School's DPO, Tim Pinto, at the school (tpinto@esafetyoffice.co.uk) NB Delete as appropriate

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

If you have any concerns about how the school processes your personal data, you have the right to raise a complaint directly with us in the first instance. We encourage all data subjects to follow the school's internal complaints procedure, details of which are set out in the Data Protection Policy available on our website or upon request. The School will investigate all data protection concerns in accordance with its obligations under the UK General Data Protection Regulation and the Data Protection Act 2018 and will respond within a reasonable timeframe. If, after exhausting the school's complaints process, you remain dissatisfied, you have the right to lodge a complaint with the Information Commissioner's Office (ICO).

