



Millhouse Primary School

Privacy notice for visitors

Updated January 2026

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

The school now adheres to principles set out in UK-GDPR (General Data Protection Regulation) and the Data Protection Act (2018).

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

We, Millhouse Primary School, Lee Lane, Millhouse Green, Sheffield, are the 'data controller' for the purposes of data protection law. Mrs. K. Gray acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 01226 763019 or

k.gray@millhouseprimary.co.uk

Our data protection officer is Tim Pinto (see 'Contact us' below).

The personal data we hold

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

- Name
- Contact details
- Information relating to your visit, e.g. your company or organisation name, arrival and departure time, car number plate
- Photographs where you provide consent e.g curriculum visitors
- Information about any access arrangements you may need

Why we use this data

We use this data to:

- Identify you and keep you safe while on the school site
- Keep pupils and staff safe
- Maintain accurate records of visits to the school
- Provide appropriate access arrangements
- Ensure that appropriate access arrangements can be provided for volunteers who require them

Our lawful basis for using this data

We only collect and use your personal data when the law allows us to. Most commonly, we process it where we need to comply with our legal obligation to keep our pupils and staff safe while on the school premises.

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

We need it to perform an official task in the public interest

We have obtained consent to use it in a certain way

We need to protect someone's vital interests (save your life, or someone else's)

Where we have obtained consent, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how to withdraw it.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

We will keep your personal data while you are visiting our school.

We may also keep it beyond this, if necessary, to comply with our legal obligations.

Our record retention schedule sets out how long we keep information about visitors. A copy of this is available on request.

We will dispose of your personal data securely when we no longer need it.

Data sharing

We do not share information about visitors with any third party without consent unless the law and our policies allow us to do so.

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

- Our local authority – to meet our legal obligations to share certain information with it, such as where the visitor information is relevant to a safeguarding concern
- The Department for Education
- Educators and examining bodies
- Ofsted

- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- The organisation/company you are representing

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.

Your rights

How to access personal information we hold about you

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact k.gray@millhouseprimary.co.uk / data protection officer (contact details below).

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

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Tim Pinto

tpinto@esafetyoffice.co.uk

School Visitor Data Protection Consent & Information Notice

Millhouse Primary School

Date: January 2026

1. Who we are

Millhouse Primary School is the data controller for the personal information collected from visitors to the school site.

Contact details

Address: Millhouse Primary School

Telephone: 01226 763019

Email: k.gray@millhouseprimary.co.uk

Data Protection Officer (DPO)

Tim Pinto – E-safety Office

tpinto@esafetyoffice.co.uk

2. Why we collect visitor information

We collect personal information about visitors in order to:

- Safeguard pupils, staff and visitors
- Maintain site security
- Comply with safeguarding and health & safety duties
- Manage emergencies and evacuations
- Monitor access to the school site

3. What information we collect

This may include:

- Full name
- Organisation or reason for visit

- Date and time of arrival and departure
- Name of staff member being visited
- Vehicle registration (if applicable)
- Photograph (for visitor badge, where used)
- CCTV footage (where cameras are in operation)

4. Lawful basis for processing

We process visitor data under the following UK GDPR lawful bases:

Article 6(1)(c) – legal obligation (safeguarding, health & safety)

Article 6(1)(e) – public task (education and safeguarding duties)

Article 6(1)(f) – legitimate interests (site security)

In most cases, explicit consent is not required as processing is necessary for safeguarding and security.

Where consent is required (e.g. photographs for badges), this will be made clear.

5. Who we share visitor information with

Visitor information may be shared with:

- School staff (including safeguarding leads)
- Emergency services (where required)
- Local authority or academy trust (if necessary)
- Law enforcement agencies (where legally required)

We only share information that is necessary and proportionate.

6. How long we keep visitor information

Visitor records are retained for [e.g. 30 days / 6 months / 1 year] in line with the school's retention schedule, unless required for safeguarding or legal purposes.

7. Your data protection rights

You have the right to:

- Request access to your personal data
- Request correction of inaccurate data
- Request erasure (where applicable)
- Restrict or object to processing

Requests should be made to the school or DPO using the contact details above.

8. Complaints

If you have concerns about how your data is handled, you may contact the school or the Information Commissioner's Office (ICO):

Website: www.ico.org.uk

Helpline: 0303 123 1113

9. Visitor acknowledgement

Please read and sign below to confirm you have been informed about how your personal data will be processed while visiting the school.

Name: _____

Signature: _____

Date: _____