St. Mary's C.P. School Privacy Notice

(how we use visitors' information)

St. Mary's Catholic Primary School is the data controller under the UK General Data Protection Regulation (UK GDPR) for the use of personal data explained in this notice.

Personal data is any information that can be used to identify a living person, either on its own, or in combination with other data. Processing includes collection, use, and storage.

The categories of visitor information we process and why include:

- **Personal data** like your name, employer (if relevant to why you are here), and some location or other data e.g., the date and time you were here, an ID badge we give you, we may ask for your contact number (if we will need to speak to you during or after your visit), your car registration if you are using the church car park, and your device address (to allocate you an IP address) if you connect to our wi-fi.
- **Special categories** of data like a disability we need to accommodate or your DBS disclosure details for safeguarding reasons.

We use this data to comply with the law (report an accident for example to our health and safety consultants or the Health and Safety Executive (HSE)), deliver education and care, record our work with visitors when we need to (in meeting notes for example), for safety and security reasons, to understand who visits us, why, and to improve the experience and to keep visitors informed about school activities, events and opportunities that may be of interest to the..

We will keep this information in a visitor management system for 6 years after your visit and it will not be shared with any other organisation. Surveillance camera images are retained for7 days. Personalised badges are destroyed when they are returned on leaving. Depending on the purpose of your visit, information may be retained by us, including in the files of pupils or staff on paper and digitally or on our Single Central Record.. We have suitable physical and technical measures in place to protect the information held.

You have rights regarding your personal data as follows:

- you have the right to request access to your data
- you have the right to correct your data if it is incorrect.

If we are processing your personal data to communicate electronically e.g., by app, text message or email, because you have shown an interest in what we do, this is called a soft opt-in to being kept informed. You can opt out at any time using the link we send with every communication.

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you want to make a complaint about our use of your personal data, please let us know by contacting the headteacher on 01946 66356 or

head@kells-stmarys.cumbria.sch.uk

We must acknowledge complaints within 30 days, take appropriate steps to investigate and address them, and inform you of the outcome.

Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/.

Last updated

We may need to review this Privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 13th October 2025.

Contact

If you would like to discuss anything in this privacy notice, please contact:

The headteacher on 01946 66356 or head@kells-stmarys.cumbria.sch.uk