

Include Norfolk

VISITORS PRIVACY NOTICE

You have a legal right to be informed about how Include Norfolk uses any personal information that we hold about you. To comply with this, we provide a “privacy notice” to you where we are processing your personal data. This privacy notice explains how we collect, store, and use personal data about parents and carers.

- Catch22 is the “data controller” for the purposes of data protection law.
- The Data Protection Officer for Catch22 is Beverley Clark, and can be contacted on DPO@Catch-22.org.uk or 07879 422664

This privacy notice is aimed at occasional and professional visitors to the school, who are required to sign in using the school’s visitor’s system. **Please see our Visitor Policy, which is available on the school website, for more information.**

Parents/Carers/Guardians visiting the school to drop off their child in the morning or collect their child at the end of the day, are not classed as visitors.

Parents/Carers/Guardians visiting the school or who come to the school office to collect their child during the school day, or to make enquiries are not classed as visitors.

The categories of information that we collect, hold and share (when appropriate) may include:

- personal information (such as name, address, email, other contact details)
- contract information (such as start dates, premises rented, financial transactions, usages of premises)
- special categories of data including characteristics information such as gender, age, ethnic group, vetting and barring information
- CCTV images captured on school premises (where applicable)

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- To support the operation of the School
- To maintain a safe environment for our pupils and staff
- To ensure your health and safety while on site
- To support our staff and students
- To comply with our legal obligations to share information

The lawful basis on which we use this information

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest
- Where we have legitimate interests in processing the data – for example, the use of photographs to enable us to clearly identify you in the event of an emergency evacuation

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

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

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.

Storing data

We keep personal information about you while your child attends 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.

Who will we share people that have responsibility for our pupils information with?

We routinely share your information with:

- schools or colleges that the student will attend after leaving us
- respective local authority(s)
- the Department for Education (DfE)
- The NHS as required

Why we share information

We are required to share information about people that have responsibility for our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We do not share information your information with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Beverley Clark, our Data Protection Officer at DPO@catch-22.org.uk

You also have the right, subject to some limitations to:

- Object to the use of personal data if it would cause, or is causing, damage or distress.
- Prevent it being used to send direct marketing.
- Object to decisions being taken by automated means.
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- A right to seek redress, either through the ICO, or through the courts.

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact:
The Data Protection Officer, Catch22, on DPO@Catch-22.org.uk

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated January 2021.