# CHANCERY MULTI ACADEMY TRUST

## Privacy Notice for Visitors

**Last Reviewed:** November 2026
**Next Review:** November 2027

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## Introduction

Under UK data protection law, individuals have a right to be informed about how we collect and use their personal information. This privacy notice explains how and why the Trust collects, stores and uses personal information about visitors, including but not limited to, contractors, suppliers, advisors, consultants, prospective parents and pupils and members of the public attending trust premises.

The Trust is the data controller for the personal information we process, unless otherwise stated.

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## The Categories of Personal Information We Process

Depending on the nature of your visit, we may collect, store and use the following categories of personal information:

***Personal Information***

- Name
- Organisation or employer
- Contact details
- Vehicle registration details (where applicable)
- Visitor badge or identification details

***Visit Information***

- Date and time of arrival and departure
- Person or department being visited
- Purpose of visit
- Visitor sign-in records

***Security Information***

- CCTV images
- Access control records
- Visitor management system records

***Health & Safety Information***

Where necessary, we may collect information relating to:

- Accessibility requirements
- Medical or emergency information disclosed during a visit
- Incident or accident records

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## Why We Collect and Use This Information

We collect and use visitor information to:

- Safeguard pupils, staff and visitors.
- Manage access to Trust premises.
- Maintain site security.
- Comply with safeguarding obligations.
- Manage health and safety requirements.
- Investigate incidents when necessary.
- Protect Trust property and assets.
- Meet legal and regulatory obligations.
- Facilitate meetings, events and visits.

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## Our Lawful Basis for Processing

We process visitor information under one or more of the following lawful bases under Article 6 of the UK GDPR:

***Legal Obligation***

Processing necessary to comply with legal requirements, including safeguarding and health and safety duties.

***Public Task***

Where processing is necessary for the performance of tasks carried out in the public interest as an educational organisation.

***Vital Interests***

Where processing is necessary to protect an individual's life or wellbeing.

***Legitimate Interests***

Where processing is necessary to maintain the security, safety and effective operation of Trust premises and services.

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## Processing Special Category Data

In limited circumstances, the Trust may process Special Category Personal Data relating to visitors, such as information about disabilities, medical conditions or accessibility requirements.

Where this occurs, processing will be undertaken in accordance with Article 9 UK GDPR and the Data Protection Act 2018.

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## Who We Share Information With

Where necessary and lawful, we may share visitor information with:

- Schools within the Trust
- Local Authorities
- Emergency services
- Health and safety professionals
- Law enforcement agencies
- Regulators and inspectors
- Professional advisers
- Courts and tribunals
- Other organisations where required by law

Information is only shared where there is a lawful basis to do so.

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## CCTV, Site Security and Visitor Management Systems

The Trust operates systems designed to support safeguarding, security and the effective management of its premises.

These may include:

- CCTV systems
- Electronic visitor management systems
- Access control systems
- Reception sign-in systems

Information collected through these systems may be used to:

- Protect pupils, staff and visitors;
- Maintain site security;
- Investigate incidents;
- Support safeguarding duties; and
- Comply with legal obligations.

Separate CCTV privacy information may be available where appropriate.

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## Storing and Retaining Information

The Trust takes the security of personal information seriously and has implemented appropriate technical and organisational measures to protect information against unauthorised access, loss, disclosure, alteration or destruction.

Visitor information is retained only for as long as necessary and in accordance with:

- The Trust's Records Retention Schedule;
- Safeguarding requirements;
- Health and safety obligations; and
- Other legal or regulatory requirements.

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## International Transfers

Where personal information is transferred outside the United Kingdom, we will ensure appropriate safeguards are in place in accordance with UK data protection legislation.

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## Your Rights

Under data protection legislation, individuals have the right to:

- Be informed about how their information is used.
- Request access to their personal information.
- Request correction of inaccurate information.
- Request erasure of personal information in certain circumstances.
- Request restriction of processing.
- Object to processing in certain circumstances.
- Request transfer of information where applicable.
- Withdraw consent where processing is based on consent.
- Challenge decisions made solely by automated means (where applicable).

Not all rights apply in every circumstance and some exemptions may apply.

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## Complaints

If you have concerns about how we use your personal information, please contact the Trust's Data Protection Officer in the first instance.

You also have the right to complain to the:

**Information Commissioner's Office (ICO)**
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.org.uk
Telephone: 0303 123 1113

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## Data Protection Officer Contact Details

Jenny Whiston
dpo@chancerytrust.co.uk