



## Privacy Notice for Visitors – How we use your information

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### Who are we?

Guardian Angels Catholic Primary School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Guardian Angels Catholic Primary School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: z7592155

You can contact the School as the Data Controller in writing at:  
Hurst Lane, Birmingham West Midlands, B34 7HN or [enquiry@grdangel.bham.sch.uk](mailto:enquiry@grdangel.bham.sch.uk)

### What is a Privacy Notice?

A Privacy Notice explains how we collect, store, use, and share personal information about individuals who visit our school site.

### What personal information do we collect about visitors?

We may collect, hold, and process the following information about visitors:

- Name
- Organisation (if applicable)
- Reason for visit
- Date and time of entry and exit
- Vehicle registration (if applicable)
- Photographic ID (if required)
- CCTV images (for site security)
- Any other information required for safeguarding or health & safety purposes

### What are the legal reasons for us to process your personal information?

We process visitor information under the following lawful bases:

Legal obligation: To comply with health & safety, safeguarding, and other legal requirements.

Public task: To perform our duties as a school and maintain a safe environment.

Legitimate interests: To ensure the security of our premises and the safety of all individuals on site.

### Who might we share your information with?

We may share visitor information with:

- Law enforcement or emergency services (if required)
- Local authority or safeguarding agencies (if required for safeguarding purposes)
- Our site security provider (for CCTV footage) We do not share visitor information with third parties unless the law and our policies allow us to do so.



**How long do we keep your information for?**

Visitor records are kept in accordance with our data retention policy and statutory requirements. CCTV footage is retained for a limited period unless required for an investigation.

**What are your rights with respect of your personal information?**

Under data protection law, you have the right to:

- Request access to your personal information
- Request correction of inaccurate data
- Object to processing in certain circumstances
- Request erasure of your data (where applicable)

To exercise your rights, please contact the school or our Data Protection Officer at:

School Data Protection Officer  
Warwickshire Legal Services  
Warwickshire County Council  
Shire Hall  
Market Square  
Warwick  
CV34 4RL