

Privacy Notice



How we use Visitors' information

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	Ensuring school premises are a safe environment for children, school employees, visitors and parents/ guardians. The school will ask all visitors to wear an Identify badge and register at reception before entering the building.							
What personal data do we need from you?	<ul style="list-style-type: none"> • Name • Name of who you are visiting • Car registration • DBS number 							
Who will be using your Personal Data?	Who is the Data Controller ?	Hadleigh Infants and Nursery School						
	Who is the Data Controller's Data Protection Officer ?	Lauri Almond (Essex County Council).						
	Are there any Data Processors ?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>			
	Who are they?	N/A						
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s) :	Public safety and prevention of crime						
	The Legal Condition(s) :	<ul style="list-style-type: none"> • Task in the Public Interest (Public Safety) 						
Who else might we share your data with?	Police or other certified investigators							
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?	NO							
How long will your data be kept?	When will it stop being used?	Visitor Data: Once the visit has concluded						
	How long after this will it be deleted?	Visitor Data: Current year +1.						
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input type="checkbox"/>	Erase	<input type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:	Public Safety						
	This is what could happen if you refused to let us use your data for this purpose:	Not applicable						
Visit the following links for more information about Privacy Law, our obligations and your Rights:								
The ICO Guide to the General Data Protection Regulations 2016 The General Data Protection Regulations 2016								

If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:

Postal Address	Hadleigh Infants and Nursery School Bilton Road Hadleigh Essex SS7 2HQ
Email	admin@hadleigh-inf.essex.sch.uk
Phone Number	01702557979

If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:

Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Online Form	https://ico.org.uk/concerns/handling/
Phone Number	0303 123 1113