



Lady Margaret School Privacy Notice

How we use Visitor Information

Under General Data Protection Regulations (GDPR) and the Data Protection Act (DPA) 2018 we are obliged to inform you of the information we hold on you, what we use it for, who we share it with, and for how long we keep it. This privacy notice (also known as a fair processing notice) aims to provide you with this information. If it, or any information linked to it is unclear, please contact the school office, or the school's Data Protection Officer. Contact details for both are available at the end of this privacy notice.

We, Lady Margaret School at Parsons Green, London SW6 4UN are the Data Controller for the purposes of data protection law.

As a public body as we have appointed Grow Partners Ltd as Data Protection Officer (DPO), the responsible contact is David Coy who is contactable via email david.coy@london.anglican.org.

Under General Data Protection Regulations (GDPR) we are obliged to inform you of the information we hold on you, including what we use it for, who we share it with, and for how long we keep it.

1. The categories of information that we collect, hold and share include but are not limited to:

- Name
- Company/Institution Details
- Vehicle Registration Details
- CCTV images
- DBS Details
- Photo ID

2. Why we collect and use this information

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

- Fulfil our legal obligations in relation to Keeping Children Safe in Education
- Inform our operational procedures
- To comply with the law regarding data sharing

3. The lawful basis on which we use this information

Our lawful basis for collecting and processing staff information is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

- (c) Processing is necessary to comply with the legal obligations of the controller.

A full breakdown of the information that we collect on visitors can be found herein the record of data processing which can be requested from the School's Data Manager, Magdalena Telecka-Klimkiewicz by email mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk or telephone 020 7736 7138.

4. Storing your data

We hold visitor data in accordance with the school's Document Retention Policy which for visitors is for the year of visit plus six years. CCTV images are retained for fourteen consecutive days only. Your data will be stored in the school's IT systems until its deletion.

This information can be requested from the School's Data Manager, Magdalena Telecka-Klimkiewicz by email mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk or telephone 020 7736 7138.

We have a Data Protection Policy and appropriate procedures in place, which are regularly reviewed. Please refer to the school's Data Projection Policy for further information which can be found on the school website. www.ladymargaret.lbhf.sch.uk

5. Who we share information with

We routinely share supply, contractor and consultant information with appropriate third parties, including:

- Our auditors, to ensure our compliance with our legal obligations
- Police forces, courts, tribunals

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

6. Why we share your information

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

7. Requesting access to your personal data and your Data Protection Rights

Under data protection legislation, you have the right to request access to information about you that we hold, through a Subject Access Request.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

The school reserves the right to verify the requester's identification by asking for Photo ID, if this proves insufficient then further ID may be required.

If you would like to make a request, please contact in the first instance the School's Data Manager, Magdalena Telecka-Klimkiewicz by email mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk or telephone 020 7736 7138.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

8. Data Collection Breaches

If you suspect yours or some else's data has been subject to an unauthorised or unlawful processing, accidental loss, destruction or damaged. Then we ask that you please contact the School's Data Manager, Magdalena Telecka-Klimkiewicz by email mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk or telephone 020 7736 7138.

9. Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Please contact in the first instance the School's Data Manager, Magdalena Telecka-Klimkiewicz by email mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk or telephone 020 7736 7138.

To make a complaint, please contact our Data Protection Officer (DPO), David Coy, London Diocesan Board for Schools who is contactable via email david.coy@london.anglican.org.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the School's Data Manager, Magdalena Telecka-Klimkiewicz by email mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk or telephone 020 7736 7138.