

Bewcastle School Privacy Notice for Visitors

Privacy Notice (How we use visitors' information)

The categories of visitor information we process include:

- Personal information like your name, employer (if relevant to why you're here), and some location or other data e.g. the date & time you were here and your car registration if you're in our car park).
- Special categories of data like a disability we need to accommodate or positive Covid-19 result.

We use this data to comply with the law, for safety and security reasons, but also to understand who visits us, why, and improve the visitor experience.

If you visit us during the coronavirus (COVID-19) pandemic we will also ask for your contact telephone number and the names of individuals or groups you met with here face-to-face *for more than 15 minutes* because the law requires us to for the good of public health.

We will keep this information for 21 days and we will give it to any authorised UK national or local Test and Trace Service if they ask. After 21 days, the data held will be disposed of securely.

This does not affect your statutory data protection rights.

If you want to know more or have concerns please speak to the Head teacher. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.