Fishponds CE Primary School
Visitors Privacy Notice

We value your privacy. This notice explains how we collect, use, and protect personal data about visitors to our school.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name
- Contact details (email address and phone number)
- Information relating to your visit, e.g. your company or organisation name, arrival and departure time, car number plate
- CCTV images captured in school
- Information about any access arrangements you may need
- Information relating to safeguarding e.g. DBS information

Why we use the data

We use this data to:

- Identify you and keep you safe while on the school site
- Safeguard our school community
- Maintain accurate records of visits to the school
- Provide appropriate access arrangements

How long we store data for

Data will be kept for 6 years and then will be destroyed.

Legal basis

We only collect and use your personal data when the law allows us to.

We process your data under:

- **UK GDPR Article 6(c)** – Legal obligation, to fulfil our statutory responsibilities
- **UK GDPR Article 6(e)** – Public task, to enable the running of the school
- **UK GDPR Article 9(g)** – Substantial public interest (for special category data)

Sharing information

We do not share your data without consent, unless required by law.

Your rights

You can:

- Request access to your data
- Ask for corrections or deletion (where applicable)
- Withdraw consent
- Object to certain processing
- Complain to the ICO if you are unhappy

Contact

Email: **fishpondsceprimary@fceps.org.uk**

Data Protection Officer: **i-west@bathnes.gov.uk | 01225 395959**
ICO: https://www.ico.org.uk | 0303 123 1113

Last updated: September 2026