



Privacy Notice: Visitors

Darell Primary and Nursery School

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1. Introduction

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store, and use personal data about **visitors**. **Darell Primary and Nursery School** is the 'Data Controller' for the purposes of data protection law. As a public body, we have appointed **Satswana Ltd** as our Data Protection Officer (DPO).

2. The Personal Data We Hold

We process data relating to those visiting our school. Personal data that we may collect, use, store, and share (when appropriate) includes, but is not limited to:

- **Name and contact details.**
 - **Company/Institution details.**
 - **Vehicle registration details** (if using school parking).
 - **Disclosure and Barring Service (DBS) details** (where required for safeguarding).
 - **Photo ID** and/or photographs captured for visitor badges or CCTV.
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3. Why We Collect and Use This Information

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

- Fulfilling our legal obligations in relation to **Keeping Children Safe in Education (KCSIE)**.
 - Maintaining a secure site for pupils, staff, and other visitors.
 - Informing our operational and emergency evacuation procedures.
 - Complying with the law regarding data sharing.
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4. Our Lawful Basis for Using This Data

We only process visitor data when a legal basis exists. Under UK GDPR, these are:

- **Legal Obligation:** Processing is necessary to comply with the law (e.g., safeguarding and health and safety legislation).
 - **Public Task:** Processing is necessary for the school to carry out its official functions as a provider of education.
 - **Vital Interests:** In rare cases, to protect your life or the life of another in an emergency.
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5. Storing Your Data

Your data will be stored in our visitor logs (whether paper-based or digital). In line with our retention schedule, this data is typically held for the **current year plus 6 years**, after which it is reviewed and securely disposed of.

6. Who We Share Information With

We do not share information about you with any third party without consent unless the law and our policies allow us to do so. Where necessary, we share data with:

- **Ofsted:** During school inspections.
 - **Security & Emergency Services:** To create a secure environment or respond to incidents.
 - **Health Authorities:** Such as the NHS, where required for public health reasons.
 - **Police & Courts:** Where legally compelled to assist in investigations.
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7. Data Protection Rights

You have a right to make a **'Subject Access Request'** to gain access to personal information that the school holds about you. If we hold data about you, we will provide a description, the reason for holding it, and a copy of the info in an intelligible form.

Other rights include:

- **Rectification:** Asking us to correct inaccurate data.
- **Erasure:** Asking us to delete data (where it is no longer required by law).
- **Objection:** Challenging the use of your data for specific tasks.
- **Breach Notification:** Being informed if your data is compromised in a high-risk way.

8. Data Protection Breaches

If you suspect that your or someone else's data has been subject to unauthorised or unlawful processing, accidental loss, or damage, please contact the school's Data Protection Lead or our DPO immediately.

9. Complaints

We take concerns seriously. Please raise any issues with us first. You can also complain to our DPO, **Satswana Ltd**, or the **Information Commissioner's Office (ICO)**.

10. Contact Us

For questions regarding this notice, please contact our **Data Protection Lead**:

- **Email:** info@darell.richmond.sch.uk
- **Phone:** 0208 876 6721
- **Address:** Darell Primary and Nursery School, Niton Road, TW9 4LH

Data Protection Officer (Satswana Ltd):

- **Email:** info@satswana.com | **Phone:** 01252 759177
 - **Address:** Suite G12 Ferneberga House, Alexandra Road, Farnborough, GU14 6DQ
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Feature / Section	Update Made	Reason for Change
Online Searches	Formal inclusion of "Online Searches" for all shortlisted candidates and new governors.	Compliance with KCSIE 2026; formalizing due diligence for suitability.
IT Monitoring	Addition of Active Filtering and Monitoring clauses for all users (including Guest Wi-Fi).	Statutory safeguarding requirement to prevent exposure to harmful content.
International Transfers	Terminology updated to "UK Adequacy Decisions" and "Standard Contractual Clauses (SCCs)."	Ensuring post-Brexit legal compliance for data stored on overseas cloud servers.
Visitor Data	Refined sharing protocols with Public Health bodies (NHS) and Emergency Services.	Strengthening the legal basis (Public Task/Vital Interests) for crisis response.
Special Category Data	Clarified "Substantial Public Interest" as the primary lawful basis for sensitive data.	Aligning with ICO best practices for schools handling health/ethnicity data.
Data Retention	Explicitly linked retention periods to the Limitation Act (6 years for governance/workforce records).	Providing clear, defensible timelines for the secure disposal of data.
Accessibility	Added hyperlinked Table of Contents and hierarchical headings.	Improving "Fair Processing" transparency for users on mobile/digital devices.

Status: Updated Jan 2026

Next Review: Jan 2027