



# **Blatchington Mill School**

## **PRIVACY NOTICE FOR VISITORS**

Date Policy Created: March 2026

Date to be reviewed: March 2027



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## 1. Introduction

Under UK data protection law (known as the General Data Protection Regulation - GDPR), individuals have a right to be informed about how our 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 to our school**.

We, Blatchington Mill School, Nevill Avenue, BN3 7BW are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is the School Business Manager (see 'Contact us' below).

## 2. 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
- Information relating to the visit, e.g. company or organisation name, arrival and departure time, and vehicle number plate
- Information about your use of our information and communication systems, equipment and facilities (e.g., school computers).

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any access arrangements that may be required
- Photographs for identification purposes
- CCTV images captured in school

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

## 3. Why we use this data

We use the data listed above to:

- a. Identify you and keep you safe while on the school site
  - b. Keep students and staff safe
  - c. Maintain accurate records of visits to the school
  - d. Provide appropriate access arrangements
  - e. Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely
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- f. Meet legal requirements placed upon us

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law

### **3.1 Use of your personal data for marketing purposes**

In general, we do not use your personal information for marketing purposes and endeavour to avoid, where possible, the use of software and platforms that may use information collected for marketing purposes.

We may send you information by email or text promoting school events, campaigns, related charitable causes or services that may be of interest to you.

### **3.2 Use of your personal data in automated decision making and profiling**

We do not currently process any visitors' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

### **3.3 Use of your personal data for filtering and monitoring purposes**

While you're in our school and/or using our equipment, we may monitor your use of our information and communication systems, equipment and facilities (e.g., school computers). We do this so that we can:

- comply with health and safety, and other legal obligations
- comply with our policies (e.g., safeguarding and child protection policy, online safeguarding policy) and our legal obligations
- keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

## **4. Our lawful basis for using this data**

We will only collect and use your information when the law allows us to. We need to establish a 'lawful basis' to do this, as set out in [Article 6 of the UK GDPR](#). There are six lawful bases:

- Consent
  - Contract
  - Legal obligation
  - Vital interests
  - Public task
  - Legitimate interests
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Our lawful bases for processing your personal data for the purposes listed in Section 3 above are as follows:

- For the purposes of a, b, c, e, in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school.
- For the purposes of a, b, c, e, f, in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law.
- For the purposes of a, c, d, e, in accordance with the 'consent' basis – we will obtain consent from you to use your personal data
- For the purposes of a, d, in accordance with the 'vital interests' basis – we will use this personal data to protect someone's life
- For the purposes of a, b, c, d, e in accordance with the 'contract' basis – we need to process personal data to fulfil a contract with you or to help you enter into a contract with us
- For the purposes of a, b, c, d, e, f in accordance with the 'legitimate interests' basis – where there's a minimal privacy impact and we have a compelling reason.

Where you have provided us with consent to use your data, you may withdraw this consent for some categories of information. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

#### **4.1 Our basis for using special category data**

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in [Article 9 of UK GDPR](#), data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e., protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in [Article 10 of UK GDPR](#), data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
  - We need to protect an individual's vital interests (i.e., protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
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- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

## **5. Collecting this data**

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts or tribunals
- Other organisations
- Social media

## **6. How we store this data**

We keep personal information about you while you are visiting our school. We may also keep it beyond your visit with our school if this is necessary to comply with our legal obligations or to meet our regulatory requirements

We hold data securely for the set amount of time recommended by the Information and Records Management Service.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it. We have procedures in place to dispose of hard copies in line with retention guidance and are reviewing how staff data can be comprehensively removed from our Management Information System. If you would like further information about this, please contact us (see 'Contact us' below).

## **7. Who we share data 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.



We ensure that we only share the required data and never provide access to more information than is necessary.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority, Brighton & Hove City Council – to meet our legal and contractual obligations to share certain information with it, such as safeguarding concerns
- Government departments (see section below) or agencies
- Our regulators such as Ofsted
- Suppliers and service providers including our catering provider and a range of organisations providing IT platforms and educational programmes supporting teaching and learning.
- Financial organisations, as required for school operations
- Our auditors
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts or tribunals

### **7.1 Transferring data internationally**

We do not share personal information about you with international third parties, where different data protection legislation applies.

If we did need to transfer your personal data to a third-party country or territory, we would contact you for prior consent.

## **8. Your rights**

### **8.1 How to access personal information we hold about you**

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply) perform reasonable and proportionate searches and:

- Give you a description of it
- Tell you why we are holding and processing it
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

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## 8.2 Your other rights regarding your data

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- In certain circumstances, object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- Have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Your right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

See information on types of lawful basis in section 4 of this privacy notice.

To exercise any of these rights, please contact us (see 'Contact us' below).

## 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 the data protection team in the first instance. If you wish to make a formal complaint, you should follow the procedures outlined in our [complaints policy](#).

If your complaint is not resolved to your satisfaction within a reasonable timeframe, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
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- 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 or concerns, or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Data Protection Officer & Business Manager

[DataProtection@BlatchingtonMill.org.uk](mailto:DataProtection@BlatchingtonMill.org.uk)

01273 736244

Blatchington Mill School

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