



Privacy Notice Visitors

Our Lady & St Joseph Catholic Primary School as a body corporate is known as the Data Controller under the General Data Protection Regulation. However, the Designated Data Controllers and Data Protection Officer will deal with day to day matters.

Visitor Information

The categories of Visitor information the school collects, holds and shares include the following:

- Name
- Employee Detail
- Time of visit to the premises
- Vehicle Details

Our Lady & St Joseph Catholic Primary School collects your personal data to comply with legal requirements in relation to Health & Safety, Fire Regulations and Safeguarding.

What we do with Visitor Data

All the personal data, is processed by our admin staff in the UK, and in line with the school's GDPR policy. In accordance with the GDPR, the school does not store personal data indefinitely. Data is only stored for as long as is necessary to complete the task for which it was, originally collected. We will not collect any personal data from you we do not need and No 3rd parties have access to visitor data unless the law and our policies allows them to do so.

We will not share visitor information without your consent unless, the law and our policies (and it complies with Data Protection Law) allow us to do so. If you want to receive a copy of the information about your child that we hold, please contact:

Mrs Lucy Henderson
Data Protection Officer
Our Lady and St Joseph Catholic Primary School
Wades Place
E14 0DE
Tel: 0203 764 8860
office@olsj.co.uk

Naomi Kom Associates Ltd
External Data Protection Officer
IG@connetix.co.uk
Tel: 0203 813 8704



Where is it legally required, or necessary, and it complies with Data Protection Law we may share personal information about you with:

- Your Employee
- Suppliers and Service Providers – to enable them to provide the service we have contracted them for
- Police Force/Courts

What are your rights

If at any point you believe the information we process is incorrect you can request in writing to access this information, be informed about how we use your personal data, have it corrected, deleted or restricted and object to your personal data being processed. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer to have the matter investigated.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office

<https://ico.org.uk/>