

Henley Green Primary School Signing in Privacy Notice

Please can all visitors read this notice before signing in.

Visitors should note that Henley Green Primary School is the data controller under the UK General Data Protection Regulation 2018 and domestic data protection legislation.

- We need your personal information for health and safety and safeguarding reasons when you visit us.
- We only collect the information that you enter into the visitor book.
- Other visitors and office staff have access to this information on the day of the visit. This information is securely archived at the end of each day.
- This data is stored as per our retention schedule, which can be found on the School's website.
- If necessary, we may share this information in relation to an existing agreement the School has with an authorised authority.
- The School endeavours to promote confidentiality of personal data and visitors can access our Data Protection Policy on the School website for more information.
- Your personal data will not be processed outside of the UK.

Please be advised that you have the right to:

- Be informed about how the School uses your personal data.
- Request access to your personal data that the School holds via a subject access request available from the School website.
- Request that your personal data is amended if it is inaccurate or incomplete. If you believe that any information we are holding is incorrect or incomplete, please contact us and we will promptly correct your personal information.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted in certain circumstances.
- Object to your personal data being processed in certain circumstances.

If you have a concern about the way the School is collecting or using your personal data, you can raise a concern with School's Data Protection Officer (details provided on the School's website) or the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm

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