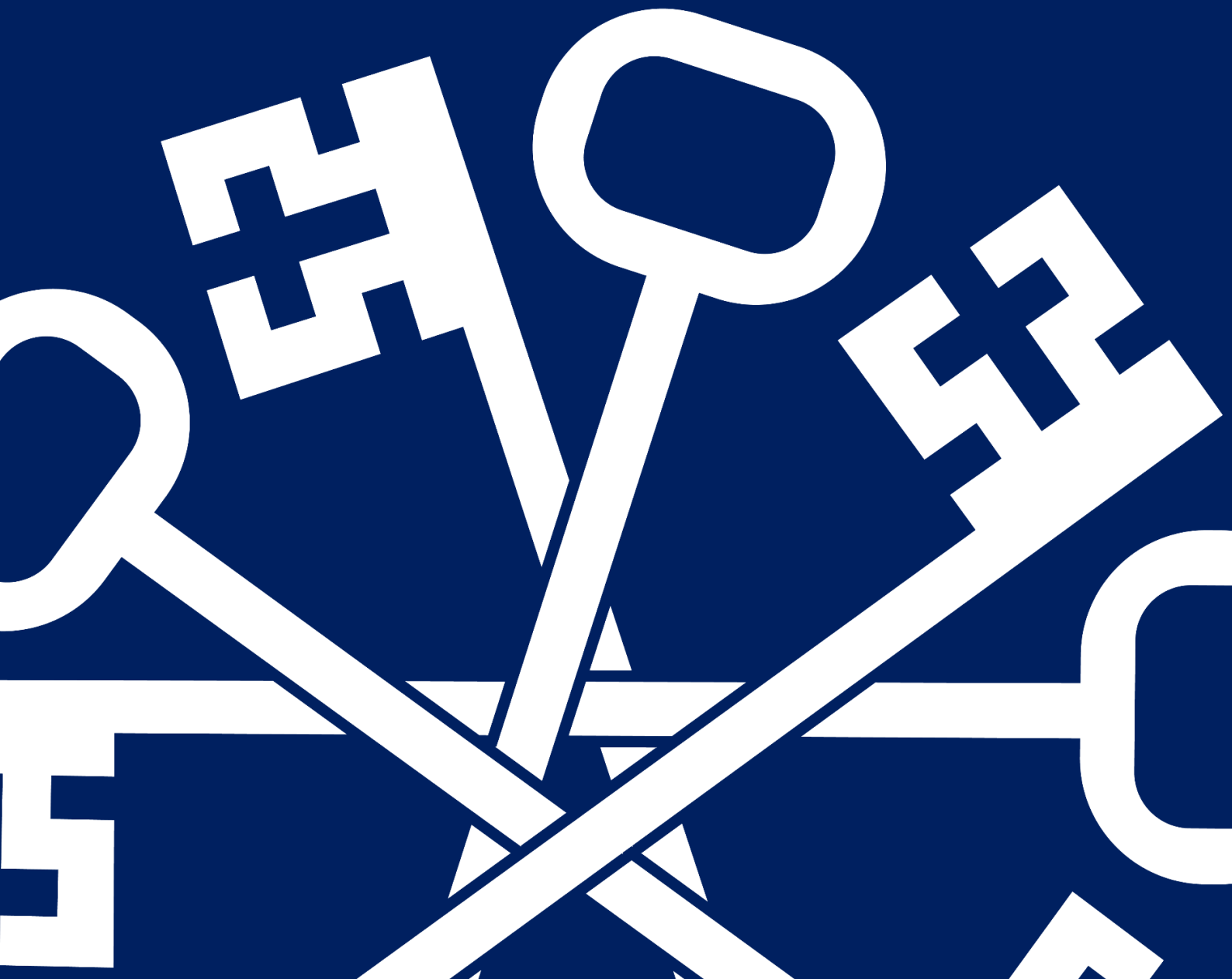




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Privacy Notice: Visitors

Version 1.2



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1. Policy Statement

- 1.1. At the heart of our mission is the belief that every individual has untapped potential waiting to be unlocked. By fostering an environment that challenges and supports growth, we want to create pathways for social mobility. By providing the right tools, guidance, and opportunities, we enable each person to overcome barriers and reach their fullest potential.
- 1.2. We want our schools to not only places of learning but vibrant communities where every person feels they truly belong. Within this students, teachers, and support staff alike should feel they are developing and succeeding. This success should be an achievable reality for all, irrespective of background or circumstance. It may be quite different for each of us, but the key is the feeling of pride in doing well and enjoyment of the journey.
- 1.3. We are committed to building inclusive environments where the uniqueness of every individual is celebrated, and where collective growth is the norm.

2. Change Summary

- 2.1. No significant changes since first policy iteration.

3. Introduction

- 3.1. This Privacy Notice for visitors explains how and why we store personal information about those who visit the school. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR). Our ICO registration number is ZA347488
- 3.2. We collect the information requested in InVentry, our sign-in app.
- 3.3. Our legal basis for collecting this information is under Article 6(e) of the UK GDPR – Public Task, and Article 6(c) of the UK GDPR – Legal Obligation.
- 3.4. The reason we collect this information is for the safeguarding of young people and health and safety / fire regulation purposes
- 3.5. This data is not shared with any third party unless legally required and is retained securely by the school in line with our retention schedule. Please see our Data Protection Policy and Records Management Policy for further information. These are available on our website.
- 3.6. Full information is available in our Privacy Notice (How We Use Visitor Information) which can be obtained on request.

4. The Categories of Visitor Information That We Process

- 4.1. We may process the following personal information from visitors, depending on relevance and if it is provided via the sign-in app:
- a) Name
 - b) Vehicle registration
 - c) Company Name
 - d) Email address
 - e) Telephone number
 - f) DBS Number
 - g) Allergy and Disability information

5. Why We Collect and Use Visitor Information

- 5.1. We use visitor data to:
- a) Ensure the safeguarding of young people and vulnerable adults
 - b) Maintain high standards of health and safety
 - c) Ensure safety in cases of fire and other emergencies
- 5.2. Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:
- a) (6c) A Legal obligation: the processing is necessary for us to comply with the law.
 - b) (6e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.
 - c) The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation.

6. Storing Visitor Information

- 6.1. We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see our Data Protection Policy and our Records Management on our website.

7. Who We share Visitor Information With

- 7.1. We do not share visitor information with third parties unless we are legally required to do so.

8. Requesting Access to Your Personal Data

- 8.1. The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact gdpr@keystrust.org
- 8.2. You also have the following rights:
- a) the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
 - b) the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
 - c) the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
 - d) the right to ask us to delete your personal information – this is called 'right to erasure'
 - e) the right to ask us to stop using your information – this is called 'right to restriction of processing'.
 - f) the 'right to object to processing' of your information, in certain circumstances
 - g) rights in relation to automated decision making and profiling.
 - h) the right to withdraw consent at any time (where relevant).
 - i) the right to complain to the Information Commissioner if you feel we have not used your information in the right way.
- 8.3. There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:
- a) right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
 - b) right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
 - c) right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

9. Withdrawal of Consent and the Right to Lodge a Complaint

- 9.1. Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting gdpr@kestrust.org or our Data Protection Officer, SchoolPro TLC Ltd at DPO@schoolpro.uk.
- 9.2. Under Section 164A of the Data Protection Act 2018, you have a statutory right to complain if you believe your personal data has been handled inappropriately.
- 9.3. If you wish to raise a concern about how we process your personal data, please contact us directly at gdpr@kestrust.org. We will acknowledge your complaint within 30 days of receipt and take appropriate steps to investigate and respond without undue delay.
- 9.4. If you are not satisfied with our response, you may escalate your complaint to the Information Commission at: [Information Commissioner's Office](#)

10. Contact

- 10.1. If you would like to discuss anything in this privacy notice, please contact: gdpr@kestrust.org or our Data Protection Officer, SchoolPro TLC Ltd at DPO@schoolpro.uk.

11. Version History

VERSION	ACTION	RESPONSIBLE	DATE
1.0	Privacy notice updated with new DPO introduction	Jordan SMITHSON	29/06/2023
1.1	Review in line with policy schedule	DPO	01/06/2024
1.2	Review in line with policy schedule; minor clarity added regarding collation of staff signatures	Niamh WALSH	19/05/2026