Old Palace & Children's House Federation

Privacy Notice for Visitors

Who processes your information?

Old Palace & Children's House Federation is the data controller of the personal information you provide to us. This means the Federation will determine the purposes for which, and the manner in which, any personal data relating to Visitors is to be processed.

There may be times when it is necessary to share your personal data with a third party, this will only be done with your explicit consent, unless there is a legal requirement for the Federation to share your personal data.

Why do we collect and use your information?

Old Palace & Children's House Federation collects your personal data is to comply with legal requirements in relation to Health and Safety, Fire Regulations and Safeguarding
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Which data is collected?

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

Name
Employer details
Times of visits to Federation premises
Vehicle details

How long is your data stored for?

Personal data relating to Visitors at Old Palace & Children's House Federation is stored in line with the school's UK GDPR Policy.

In accordance with the UK GDPR, the Federation 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.

Will my information be shared?

Old Palace & Children's House Federation will not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with Data Protection law) we may share personal information about you with:
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Your employer
Suppliers and service providers – to enable them to provide the service we have contracted them for
Police forces, courts

What are your rights?

Visitors have the following rights in relation to the processing of their personal data.

You have the right to:

• Be informed about how the Federation uses your personal data.
• Request access to the personal data that Seven Mills Primary Federation holds.
• Request that your personal data is amended if it is inaccurate or incomplete.

• 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.
• Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Old Palace & Children's House Federation is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

The School's Data Protection Officer can be contacted at dpo@specialistredactionservice.co.uk