

Privacy Notice

Visitors

The Cornerstone Academy Trust needs to collect, store and process data on visitors to our premises to be able to maintain security of the sites and to safeguard our students.

Under data protection law, individuals have a right to be informed about how the Trust 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 the personal data about people who are visiting any of the Trust's sites.

We, The Cornerstone Academy Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Jim Roberts (james.roberts@tcat.education).

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:

- Your name and title
- Contact details including home & email addresses, telephone numbers and other online contact points
- Your employer (if appropriate)
- Your photograph
- Vehicle details including number plate
- Photographs taken in school
- CCTV footage taken in school

Why we use this data

We process data relating to visitors to protect the security of our sites and to safeguard our pupils.

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- **Article 6 (c) Legal obligation:** Comply with a legal obligation
- **Article 6 (e) Public Task:** Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests) eg in a life or death situation
- We have legitimate interests in processing the data – eg where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller as a publicly funded education establishment.

Where you have provided us with consent to use your data, you may withdraw this consent at anytime.

We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Collecting this information

Most of the information we process will be obtained directly from your completion of the logging in process for visitors at our sites' reception areas.

How we store this data

Data stored in paper format is kept in securely and is accessible only by the appropriate administrative staff and managers who have a legitimate need to access your data.

Data in electronic format is kept in a secure area on the Trust systems.

Once your involvement in the Trust has ended, we will retain this file and delete the information in it in accordance with our record retention schedule/records management policy.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Usually we will keep your personal data within the Trust but in some instances may be required to disclose your personal data to:

- Police forces, courts, tribunals and security services – to comply with the relevant laws
- Our local authority - to meet our legal duties to share certain information such as concerns about students' safety and exclusions
- The Department for Education – to comply with the legal requirements as this data sharing underpins school funding, educational policy and funding
- Health and social welfare organisations - to help look after the health and wellbeing of students

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access personal information we hold about you.

Individuals have a right to make a **Subject Access Request (SAR)** to gain access to personal information that the school holds about them.

If you make a SAR, and if we do hold information about you, we will:

- Give you a description of the information
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- 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 our data protection officer, [Jim Roberts](#).

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer, [Jim Roberts](#).

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 you have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our [data protection officer](#).

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113

- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**: [Jim Roberts](#).