



# **HCAT**

## **Privacy Notice –**

### **Visitors**

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# HCAT Privacy Notice – Visitors

## 1. Introduction

We are HCAT (the Trust). We are the data controller for the personal data we process under this privacy notice. This privacy notice applies to all schools within our Trust. Our Data Protection Registration Number is ZA784980.

Your privacy is important to us. This privacy notice explains the personal data we process, how we process it and for what purpose.

## 2. Who We Are

We are HCAT, responsible for managing the schools within our trust. Our contact details are [feedback@hcademytrust.education](mailto:feedback@hcademytrust.education)

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

## 3. The Data We Collect

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name
- Contact details
- Information relating to your visit, e.g. your company or organisation name, arrival and departure time, car number plate

We may also collect, use, store and share (when appropriate) information about you that falls into ‘special categories’ of more sensitive personal data. This includes, but is not restricted to:

- Information about any access arrangements that may be required
- Photographs for identification purposes
- CCTV images captured in an academy

We may also hold data about you that we have received from other organisations, including other schools and social services.

## 4. Why we collect and use information

We use the information we collect:

- To meet statutory obligations for Safeguarding our pupils/students;
- To ensure a safe and secure environment for all staff and visitors;
- To meet our statutory obligations for Health and Safety;
- Identify you and safely evacuate the building in the event of an emergency.

## 5. Legal Basis for Processing

The Trust processes your personal data and special category data based on its legal responsibilities to. Any personal data that we process about our visitors is done so in accordance with Article 6 and Article 9 of the UK GDPR

## 6. 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.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Local authority – if we have any concerns over safeguarding
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as visitor management systems
- Police forces, courts – to assist them discharging their legal duties
- Emergency Services – to ensure the safety and welfare of visitors and to meet any legal obligations
- Insurance – to defend a legal claim, or record an accident/incident

## 7. Data Retention

Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs. There are separate retention periods around retaining the detail of child protection allegations and Health and Safety, for example. A full list of retention periods can be found within our Data Retention Guidance.

## 8. Your Rights

Under UK GDPR, Visitors have the right to request access to information about them that we hold.

- Access: Request access to your personal data.
- Rectification: Request correction of inaccurate or incomplete data.
- Erasure: Request deletion of data where applicable.
- Restriction: Request restriction of processing under certain circumstances.
- Data Portability: Request transfer of your data to another organisation.