



DISCOVERY
EDUCATIONAL TRUST

**Privacy Notice –
Trust/School Visitors**

Trust/School Visitors

Discovery Educational Trust (DET) and its Schools regularly receive visitors. Visitors may be from other organisations, or be emergency contacts for pupils, parent/carers or suppliers.

To ensure the safety of DET/School pupils and staff, visitors are asked to sign in on arrival. For this purpose, DET/its Schools collect the following data, where relevant:

- Name;
- Car registration;
- Car make/model;
- Who they are visiting;
- The purpose of the visit;
- The date and time of arrival;
- The date and time of departure;
- A digital image of the visitor.

The records may also contain special category personal information, for example:

- Ethnicity (only if determined from the digital image);
- Religion (only if determined from the digital image).

Each DET School is the Data Controller for this information. Data Processors support this activity through the provision of systems. The legal basis relied upon when using this personal information is a Task in the Public Interest, as this activity is undertaken to maintain a safe environment for pupils, staff and visitors.

DET and its Schools do not share this personal information unless they are required to by law, or where it is necessary to protect others.

This information is retained for, a minimum of, seven years from the date of the visit.

General Information

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary, DET/its Schools only do so where it is permitted by law, and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information, please see Section 5 of the DET overarching Privacy Notice.