Privacy Notice (how we use visitors' information)

Skelton School is the data controller under the UK General Data Protection Regulation (UK GDPR) for the use of personal data explained in this notice.

Personal data is any information that can be used to identify a living person, either on its own, or in combination with other pieces of data. Data processing includes the collection, use, and storage of data.

The categories of visitor information we process and why include:

- **Personal data** like your name, employer (if relevant to why you are here), and some location or other data e.g., the date & time you were here, an ID badge we give you, your contact number (if we will need to speak to you during or after your visit), and your device address (to allocate you an IP address) if you connect to our wi-fi.
- **Special categories** of data like a disability we need to accommodate or your DBS disclosure for safeguarding reasons.

We use this data to comply with the law (report an accident for example), deliver education and care, record our work with visitors when we need to (in meeting notes for example), for safety and security reasons, and to understand who visits us, why, and to improve the experience.

We will keep this information in a visitors' book for 6 years after your visit and it will not be shared with any other organisation. Depending on the purpose of your visit, information may be retained by us, including in the files of pupils or staff on paper and digitally. We have suitable physical and technical measures in place to protect it.

You have rights regarding your personal data as follows:

- you have the right to request access to your data
- you have the right to correct your data if it is incorrect.

If you want to know more or have concerns, or you want to exercise your rights, please contact Helen Newton at head @Skelton.cumbria.sch.uk.

Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/.