



Privacy Notice for Visitors – How we use your information

2025/2026

Who are we?

Central England Academy Trust is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Central England Academy Trust is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration reference: ZA540893

You can contact the Central England Academy Trust as the Data Controller in writing at:
Oak Wood Schools, Morris Drive, Nuneaton, CV11 4QH or datacontroller@centralengland.co.uk.

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about job applicants.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about visitors to our school?

The personal data that we may collect, use, store and share (where appropriate) about you includes:

- Full name
- Car registration
- Contact details and contact preferences
- If a regular professional visitor evidence that the individual holds an Enhanced Disclosure and Barring Service certificate and safer recruitment checks have been undertaken
- Employer details
- Photographs
- CCTV images captured in school

We may also collect, hold and share the following "special categories" of more sensitive personal information:

- Information about your health or any relevant disabilities.

How is your personal information collected?

We collect personal information about visitors when you sign into our school premises. This information is stored within our electronic signing in system/visitor book.

We may also collect information ahead of your visit to our schools, which we collect directly from you or the person arranging your visit. e.g., the organisation you work for.

For what purposes do we use visitors' personal information?

We will use your personal information to:

- a) Identify you and keep you safe while on the school site
- b) Keep pupils and staff safe
- c) Maintain accurate records of visits to the school
- d) Provide appropriate access arrangements

Who might we share your information with?

Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way.

We will not share your data with third parties, unless the law requires us to do so.

Our Lawful Basis for Processing your Data

Our lawful bases for processing your information for the purposes listed above are:

- To comply with the law
- To fulfil a public task
- To protection yours or someone else's vital interests
- For purposes of substantial public interest
- Where we have asked for your consent to use your information
- Where we have identified a legitimate interest

What do we do with your information?

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. The Academy Trust monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

How long do we keep your information for?

In retaining personal information, the Academy Trust complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the Trust are required to retain the information.

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolToolkit>

Transferring data internationally

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

What are your rights with respect of your personal information?

Under data protection law, individuals have the right to request access to information about them that we hold. To make a request for your personal information or if you have any questions or concerns, or would like more information about anything mentioned in this privacy notice,

Central England Academy Trust has nominated individuals in individual schools, as designated persons to be contacted in relation to all matters relating to data protection issues. To make a request for your personal information these data protection champions can be contacted by approaching the individual school's main office.

or for the Trust can be contacted by emailing
datacontroller@centralengland.co.uk

or the School Data Protection Officer at Warwickshire Legal Services via email at
schoolppo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

****Please ensure you specify which school your request relates to.**

You also have the right to:

- object to processing of personal data in certain circumstances and where the processing is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Review

The content of this Privacy Notice will be reviewed annually

Date reviewed: December 2025

Date of next review: December 2026

Data Tables:

The tables below set out the types of processing carried out by the school/Academy Trust and lawful reasons for doing so.

Table 1 – Personal information we are required to process to comply with the law:

Information Type	Relevant legislation	Special Category– additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Visitor identification records (name, time of entry/exit, purpose of visit) to maintain safeguarding and site security records	Keeping Children Safe in Education (KCSIE), Health & Safety at Work Act 1974	n/a	Ofsted, Local Authority (where required)	Legal Obligation
Safeguarding verification (e.g. DBS status for regular visitors) to ensure suitability to be on site	KCSIE, Safeguarding Vulnerable Groups Act 2006	Necessary for reasons of substantial public interest (safeguarding)	Local Authority, regulatory bodies	Legal Obligation
Incident and accident records to comply with statutory reporting obligations	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	Necessary for carrying out obligations under health and safety law	Health & Safety Executive (HSE), Local Authority	Legal Obligation

Table 2 – Personal information we are required to process as it is necessary to protect someone's vital interests

Information Type	Relevant legislation	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Emergency medical information (e.g. allergies, medical conditions disclosed during visit)		Necessary to protect vital interests where the data subject is incapable of giving consent, Legal Obligation	Emergency services (paramedics), first aid trained staff	Vital Interests
Emergency contact details (where provided)		Necessary to protect vital interests, Legal Obligation	Emergency services (if required)	Vital Interests

Table 3 - Personal information we are required to process with the consent of the individual to whom that information ‘belongs’ - Please note, you have the right to withdraw your consent for us to process your data in this way at any time.

Information Type	Relevant legislation	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task. You have the right to object or restrict processing that is carried out for the purposes of Public Task – However, please note that this is not an absolute right and would only apply in certain circumstances.

Information Type	Relevant legislation	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Visitor logs and access records to maintain a safe and secure educational environment		Necessary for reasons of substantial public interest (safeguarding)	Local Authority (where required)	Public Task
Observations relating to safeguarding and/or unsafe practice	Keeping Children Safe in Education (KCSiE) Health & Safety at Work Act 1974	Legal Obligation	Ofsted, Local Authority, Employer	Public Task

Table 5 - Personal information we are required to process because of a contract we have with you or because you have asked us to take specific steps before entering into a contract

Information Type	Relevant legislation	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing

Table 6 - Personal information we process because we have a legitimate interest. Please note that the right to object will apply to *some* of this processing, please see the section above that refers to ‘What are your rights with respect of your personal information?’

Information Type	Relevant legislation	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Visitor management system logs (including		n/a	IT and system providers	Legitimate Interest

timestamps and audit logs) for system management and audit				
IT usage data (where applicable) to ensure security and appropriate use	Keeping Children Safe in Education (KCSiE)	n/a	IT providers	Legitimate Interest
Vehicle registration details to manage site access and parking		n/a	Internal staff only	Legitimate Interest
Images captured on our CCTV system for site safety and security		n/a	Not routinely shared externally	Legitimate Interest