



Loughton School

Privacy Notice for Contractors & Regular Visitors to the School

How we use your information

The categories of information that we collect, process, hold and share include:

- personal information such as name, address and contact details
- sensitive data including characteristics' information such as age
- criminal offence data
- contract details such as start and end dates, roles

Most of this information is collected prior to the initial visit to the school.

Why we collect and use this information

We use the data to:

- assist in the safe and smooth running of the school

The lawful basis on which we process this information

We process personal and sensitive data in the public interest and as our legal obligation and we record criminal offence information in an official capacity.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

We hold data for a varying length of time depending on what the information is and according to the school's data retention policy (available on request).

Who we share this information with

We do not share information about contractors and visitors to the school with anyone without consent unless the law and our policies allow us to do so.

Transferring information overseas

We do not usually transfer personal information of contractors and regular visitors outside of the UK but if we have to for any reason, we will ensure that any transfers comply with UK data protection law.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact a member of our office team.

You also have the right to:

- object to processing of personal data that 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, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact:

- A member of our office team on 01908 665971
- Our data protection officer Beverley Midwood on beverleydpservices@gmail.com