

Haverigg Primary School

Privacy Notice (How we use visitors' information)



The categories of visitor information we process include:

- **Personal information** like your name, employer (if relevant to why you're here), and some location or other data e.g. the date & time you were here and your car registration if you're in our car park).
- **Special categories of data** like a disability we need to accommodate or positive Covid-19 test result.

We use this data to comply with the law, for safety and security reasons, and also to understand who visits us, why, and to improve the visitor experience.

If you visit us during the coronavirus (COVID-19) pandemic we will also ask for your contact telephone number and the names of individuals or groups you met with here face-to-face *for more than 15 minutes* because the law requires us to for the good of public health.

We will keep this information for 21 days and we will give it to any authorised UK Test and Trace Service if they ask. After 21 days, the data held will be disposed of securely.

This does not affect your statutory data protection rights.

If you want to know more or have concerns please see our data protection policy which can be found at: www.haverigg.cumbria.sch.uk or contact – Mrs Bickerdike or Miss Moorhouse - school administration team contact: 01229 772502. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.