

PRIVACY NOTICE FOR VISITORS AND CONTRACTORS

Introduction

This privacy notice will help you to understand what personal data that [insert name of the site] collects about you, how we use your personal information, and what rights you have regarding it.

Personal data is any information that can be used to identify a living individual, either on its own, or in combination with other pieces of data. Examples of personal data includes your name and address.

The purpose of processing your information

We collect the following information about individuals who visit [insert name of the site]: This information is to comply with our legal obligation in safeguarding the children and young people at [insert the name of the site]. It will also help us to comply with health and safety requirements, including contact tracing in relation to Covid-19.

If you do not provide this information, we may prevent you from accessing our premises.

By signing the visitor's book you confirm that you have read this Privacy Notice, understand how we handle your personal information and your rights regarding data protection.

Sharing and retaining your information

Your personal information may be shared with government inspectors or other agencies who monitor our business in order to ensure that we comply with our health and safety or safeguarding obligations.

We will keep your personal information on record for 15 years from the date of the last entry into the visitor's book. Information which are specific to Covid-19 will be deleted after 21 days.

As part of our business needs we may collect visual images, personal appearance and behaviours through CCTV recordings to maintain the security of property and premises and for preventing and investigating crime. Where necessary or required this information is shared with you, employees and agents, services providers, police forces and security organisations. CCTV recordings are deleted after 30 days unless required by law enforcement.

Your rights regarding your information

You have the right to request a copy of your personal data and if you feel it is inaccurate you can ask us to correct it. You can find out more about these and other rights that you have regarding your personal information, by visiting the Information Commissioner's website: <https://ico.org.uk/>.

Contacting us if you have any concerns or complaints

You may also contact the Data Protection Officer for further information or if you have a complaint or concerns about how we use your personal information.

Email: DPO@cambianguroup.com

Post: Metropolitan House, 3 Darkes Lane, Potters Bar, Hertfordshire, EN6 1AG