

Academies Trust

8th Floor, Angel Square,  
Manchester, M60 0AG



# Privacy Notice

## Visitors

## Privacy Notice – (How we use visitor information)

To run the academy and help learning and achievement for our students, **Co-op Academy Woodlands** collects and uses information about visitors. In this document **Co-op Academy Woodlands** is referred to as 'We' or 'Ours'. Visitors are referred to as 'You' or 'Your.' The member of academy based staff responsible for day to day data protection issues is referred to as the General Data Protection Regulation (GDPR) Ambassador. The Data Protection Officer (DPO) acts primarily on behalf of the Co-op Academies Trust and represents it academies in an advisory capacity.

Much of the information we collect is classed as 'personal data' and our use of it is covered by a set of rules called the General Data Protection Regulation (GDPR).

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

### What Information do we collect and use about visitors?

We collect many different categories of information, for example:

- Personal details (for example; name, date of birth, national insurance number)
- Contact details (for example; address, telephone number, email address)
- Professional details (for example the organisation you work for)
- Records of visits to the academy (for example; time and date, the person you visited)
- Photographs of you or images on CCTV
- Records of work that you do in conjunction with our staff or students
- Notes of meetings you may have attended (for example if you attend for an interview)

### Why we collect and use this information

We use the information

- To maintain a safe environment for our pupils and staff
- To ensure your health and safety while on site
- To support our staff and pupils
- To comply with our legal obligations to share information

### The legal basis for using this information

Depending on the purpose, our use of your information will be legal due to one of the following:

- Delivering a public task [Article 6(1)(b)]  
For example: Recording the details of your visit to the academy
- For reasons of legal compliance  
For example: If we are required to report an accident of injury you suffer

### Storing your personal data

Some of the personal data that we collect is kept within our visitor book / visitor management system. We are required to retain this information for six years following the year of your

visit. Depending on the purpose of your visit, other information may be retained in the files of pupils or staff.

If you want more details of the retention of your information, please ask us or contact the GDPR Ambassador listed at the end of this notice.

## Sharing your personal data

At times we may share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

Examples of people we share personal data with are:

- Leeds City Council
- The Department for Education
- Healthcare, social and welfare organisations
- Police forces and Courts
- Voluntary and charitable organisations
- Our suppliers and service providers
- The Co-op Academy Trust

Where we share your personal data with someone who is a supplier or service provider we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

## Your rights to your personal data

You have rights relating to the personal data that we collect and use. Your rights are different depending on the legal basis of the information that we are using. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the academy's GDPR Ambassador.

### **The right to be informed:**

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have:

### **The right of access to your personal data**

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries which do not fall under the requirements of the GDPR.

Some information we hold can not be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance, you can contact the GDPR Ambassador whose details can be found at the end of this Privacy Notice. You will also need to supply us with standard information to verify your identity.

## Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it, or to provide it in an electronic format that you can give to someone else. For some personal data if we are subjecting it to automated decision making then you have the right to object to this and request that a person is involved in the process.

You will be given full details of these rights if you request access to your personal data or you can ask the GDPR Ambassador.

## Who to contact

The academy has the responsibility to ensure that your personal data is protected. In this capacity, it is called the **data controller**. All members of staff work for the data controller.

We recommend that you contact the academy's GDPR Ambassador:

Alex Bean

[abean@woodlands.coop](mailto:abean@woodlands.coop)

07930037646

Co-op Academy Woodlands, Foundry Place, Leeds, LS9 6DA

Academies are also required to have someone called a Data Protection Officer or DPO. The DPO advises the academy about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is

Claire Scanlan

[claire.scanlan@coop.co.uk](mailto:claire.scanlan@coop.co.uk)

07739 657 483

Co-op Academies Trust, 8<sup>th</sup> Floor, 1 Angel Square, Manchester, M60 0AG

If you have any questions about this privacy notice please contact the GDPR Ambassador or the Data Protection Officer.

If you have a concern about the way we are collecting or using your personal data, we request 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/> or call 0303 123 1113.