



# Privacy Notice for Visitors

## Fulbourn Primary School

Under Data Protection Law, individuals have a right to be informed about how Fulbourn Primary School uses any personal data held about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about Visitors to the school.

We, Fulbourn Primary School, are the 'Data Controller' for the purposes of Data Protection Law.

Our Data Protection Officer is [The ICT Service](#) (see 'Complaints' / 'Contact us' below).

*Policy Document number:*

*FPS-PRIV-VIS-004*

*Body reviewed and approved by:*

*Premises & Resources Committee*

*Date adopted:*

*June 2019, Reviewed April 2024, Reviewed February 2026*

*Date for review:*

*February 2027 or sooner if advised*

*Other information:*

*Based on model notice supplied by the ICT Service April 2024, last reviewed by the ICT Service August 2025, based on the [Department for Education's model privacy notice](#), for visitors, amended to reflect the way we use data in the school.*



# Privacy Notice for Visitors

## The personal data we hold:

We process data relating to those visiting Fulbourn Primary School. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Full name and address
- Contact details
- Information relating to the visit, e.g. company or organisation name, arrival and departure time, car number plate

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):

- Information about access requirements.
- Photographs for identification purposes.
- Filtering and monitoring processes are in place here at Fulbourn Primary School. See KCSIE 2023 (page 40 paragraph 142 and 143). For more information [Appropriate Filtering and Monitoring - UK Safer Internet Centre](#)

We may also hold data about you that we have received from other organisations, including other schools and social services.

## Why we use this data:

The purpose of processing this data is to:

- Identify you and keep you safe while on the school site.
- Keep pupils and staff safe.
- Maintain accurate records of visits to the school.
- Provide appropriate access arrangements for visitors that require them.

## Our lawful basis for using this data:

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation.
- Carry out a task in the public interest.

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way.
- We need to protect your vital interests (or someone else’s interests).

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so. If you wish to withdraw your consent please contact Mrs. Jo Bouttell, Business Manager, [sbm@fulbourn.cambs.sch.uk](mailto:sbm@fulbourn.cambs.sch.uk)



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Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the School's use of your data.

### **Our basis for using special category data** [Article 9 – UK GDPR | Fieldfisher:](#)

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in Data Protection Law:

- We have obtained your explicit consent to use your personal data in a certain way.
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for the establishment, exercise or defence of legal claims.
- We need to process it for reasons of substantial public interest as defined in legislation.
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in Data Protection Law. Conditions include:

- We have obtained your consent to use it in a specific way.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights.
- We need to process it for reasons of substantial public interest as defined in legislation.

### **Collecting this information:**

While most of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.



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## How we store this data

Personal data we collect as part of the visitor process is stored in line with Fulbourn Primary School's Data Protection Policy.

We will retain, and dispose of, the personal data of all visitors in accordance with the Retention Schedule set out in the Information and Record Management Society's Toolkit for Schools.

## Data sharing:

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as catering.
- Health authorities.
- Police forces, courts and tribunals.

## Transferring data internationally:

Where we transfer personal data to a country or territory outside the United Kingdom, we will do so in accordance with Data Protection Law.

## Your rights

### How to access the personal information we hold about you:

Individuals have a right to make a 'subject access request' to gain access to personal information that the School holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it.
- Tell you why we are holding and processing it, and how long we will keep it for.
- Explain where we got it from, if not from you.
- Tell you who it has been, or will be, shared with.
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.
- Give you a copy of the information in an intelligible form.

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.



# Privacy Notice for Visitors

If you would like to make a request, please contact Mrs. Jo Buttell, Business Manager,  
[sbm@fulbourn.cambs.sch.uk](mailto:sbm@fulbourn.cambs.sch.uk)

## Your other rights regarding your data:

Under Data Protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress.
- Prevent your data being used to send direct marketing.
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person).
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact Mrs. Jo Buttell, Business Manager,  
[sbm@fulbourn.cambs.sch.uk](mailto:sbm@fulbourn.cambs.sch.uk)

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

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 raise a concern with ICO (contact details shown in the **Complaints** section of this notice)

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact Mrs. Jo Buttell, Business Manager, [sbm@fulbourn.cambs.sch.uk](mailto:sbm@fulbourn.cambs.sch.uk)

Current guidance states that you should either contact the school and request a copy of their 'Complaints' form (this could be online or in word format), alternatively you could consider using the template located using the following url: [How to make a data protection complaint to an organisation | ICO](#). The school has one month to respond to your complaint.



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Thereafter, if for whatever reason you are still dissatisfied with their decision, then you should contact the Information Commissioner's Office:

- Report a concern online at [Make a complaint about data protection and personal information | ICO](#)
- Call 0303 123 1113 or live chat on [Advice services for members of the public | ICO](#)
- Or write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

You can also contact our Data Protection Officer:

The ICT Service

Email: [dpo@theictservice.org.uk](mailto:dpo@theictservice.org.uk)

Tel: 01223 752111 option 4

Address: South Cambridgeshire Hall  
Cambourne Business Park  
Greater Cambourne  
Cambourne  
Cambridge  
CB23 6EA

### Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

Mrs. Jo Bouttell  
Business Manager  
Fulbourn Primary School  
School Lane  
Fulbourn  
Cambridge  
CB21 5BH

email: [sbm@fulbourn.cambs.sch.uk](mailto:sbm@fulbourn.cambs.sch.uk)