



Privacy Notice for Visitors and Contractors

1. Introduction

- 1.1. This notice is for all contractors and visitors who work and visit any of the sites operated by the Atlantic Centre of Excellence Multi Academy Trust (ACE), including:

Beacon ACE Academy, Bodmin
Charlestown Primary School, St Austell
St Agnes ACE Academy, St Agnes
St Columb Major ACE Academy, St Columb
St Columb Minor ACE Academy, Newquay
St Kew ACE Academy, St Kew
Upton Cross ACE Academy, Upton Cross

It explains the purposes for which we hold information about you (your personal data).

- 1.2. Your data will be held in accordance with the General Data Protection Regulations (GDPR).
- 1.3. ACE acts as a data controller. The Trust's Business Director is the Data Protection Officer.
- 1.4. All data is held and processed in line with the Trust's Data Protection Policy which can be accessed on the Trust's website: www.aceacademies.co.uk

2. What data does the Trust collect and why?

- 2.1. **Access Control System** – If you are issued with an ID card we will collect the following information:

Contractors – Company name, your name and address, contact telephone number, security notes (special instructions and access restrictions) and times you entered and exited the premises. Some sites have electronic visitor registration systems which may record your photograph.

Visitors – Company name, your name and address, contact telephone number, security notes (special instructions and access restrictions) and times you entered and exited the premises. Some sites have electronic visitor registration systems which may record your photograph.

The collected data will be used for recording and controlling access into the Trust's premises and security.

- 2.2. **CCTV** - Will take images of people around the Trust's premises

Closed Circuit Television (CCTV) is installed at strategic locations to provide a safe and secure learning environment in all buildings as a part of the Trust's commitment to community safety, security and crime prevention.

- 2.3. **Car Parking Registration**

We will collect and retain your personal data when you register your vehicle details with our school offices for parking purposes.

We will collect your name, telephone number, and vehicle details including registration number.

We use the data you provide to ensure effective visitor, contractor and car park management, Health and Safety compliance (orderly entry and exiting to and from the car parks and buildings) and inventory management.

2.4. Visitors Register

We maintain a register of visitors which includes visitors, contractors, and external hire participants. For this register we will collect and keep your personal data such as names, company/institution details, telephone number, and vehicle registration details. This information is collected for health and safety and security purposes.

We will collect and retain your personal data when you visit our campuses in the following ways:

- Visitors registers at school offices
- External Contractors register
- External Hire register

2.5. Accidents and Incidents Reporting

The Trust will collect personal data from the injured party or person suffering from ill health, such as, Name, Address, Age, next of kin, details of the incident to include any relevant medical history. The data is collected as the Trust has a legal duty to document workplace incidents/accidents and to report certain types of accidents, injuries and dangerous occurrences arising out of its work activity to the relevant enforcing authority.

Incidents and accidents will be investigated to establish what lessons can be learned to prevent such incidents/accidents re-occurring including introduction of additional safeguards, procedures, information instruction and training, or any combination of these. Monitoring is undertaken but on an anonymised basis.

The information is also retained in the event of any claims for damages.

3. Legal basis for processing

The legal basis for processing is as set out below:

Area	Legal Basis	Further Information
Access Control	Legitimate interests	It is in the Trust's legitimate interests to ensure that there is a safe environment for work, learning and the community accessing facilities.
CCTV	Legitimate interests	It is in the Trust's legitimate interests to ensure that there is a safe environment for work, learning and the community accessing facilities.
Visitors register	Legitimate interests	It is in the Trust's legitimate interests to ensure that there is a safe environment for work, learning and the community accessing facilities.
Accidents and incidents reporting	Legal Requirement	This is a requirement under the Trust's Health and Safety obligations

5. Disclosures

The Trust would only disclose information from the access control system, CCTV or visitors register which is required to detect or prevent crime. This is usually on receipt of a Police issued personal data request form. There are instances such as prevention of threat to life or serious injuries, where personal information may be provided without a signed police DPA form.

6. **Retention periods**

Your data will be retained as set out in the Trust's Records Retention Schedule.

7. **Your Rights**

You have a right to request a copy of your personal data held by the Trust. You also have the right to:

- Withdraw consent where that is the legal basis of our processing;
- Rectify inaccuracies in personal data that we hold about you;
- Request to remove some personal data we hold about you restrict the processing in certain ways;
- Object to certain processing of your personal data by us.

Please see <https://ico.org.uk/> for further information on the above rights. You may also contact the Data Protection Officer for further information (dataprotection@aceacademies.co.uk)

You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data. Please see <https://ico.org.uk/>.