



## PRIVACY NOTICE for the use of the Entry Sign system use at St Nicholas School Canterbury

### Before visiting our premises please agree to our visitor policy:

- Our school is committed to safeguarding and promoting the welfare and safety of children and young people.
- Entrance beyond the reception area of the building is strictly prohibited to any other persons other than school employees and authorised visitors.
- Visitors and Contractors are required to have an appointment with a specific individual. The visitor must sign in at the designated area and receive a visitor's pass.
- Representatives will be seen strictly by appointment only.
- The employee sanctioning after hours visits will be responsible for allowing the visitor access to the building. The responsibility for the visitor rests with the employee sanctioning the visit and rules applying to visitors are to be enforced by the employee.
- The visitor must agree to the Health, Safety, Online Safety and Safeguarding policies of our school.
- The visitor is required to observe the fire evacuation procedure located in the reception area.
- You are responsible for your own health and safety while you are on these premises.
- You have a responsibility to report any concerns about the pupil safety and well-being whilst on our premises to a Designated Safeguarding Lead.

### About our Entry Sign system:

- Your photograph will be taken and be part of the ID badge you will be given. This will be for ID and safeguarding purposes, under the public interest category - where therefore do not need your consent - however your agreement to enter our premises will be taken as acceptance of this.
- If you are an authorised (expected) visitor you will have shared the details of your visit with us in advance and you will be set up on our system as such. You will then only need to have your photo taken to receive your visitor pass.
- If you are an unexpected visitor you will need to complete the full registration process on the Entry Sign system first (providing the purpose and details of your visit) before having your photo taken and receiving your visitor pass.
- Your image will be retained for seven days after your visit before it is automatically deleted. This is only to allow you a quicker re-entry to building if you are to return to us within a week (e.g. for a training course that spans a number of days or for attending multiple meetings about different pupils). There are no backup or temporary versions of your image generated.
- Your name and the purpose of your visit will be retained in our backup system for 1 year after your visit to enable us to confirm who has entered our (public) building during the previous year. After this time it will be automatically deleted from our systems (no back up information will be retained).

If you would like to discuss anything in this privacy notice, please contact:

Stephen King (Deputy Head), Data Protection Lead – email: [stephen.k@st-nicholas.kent.sch.uk](mailto:stephen.k@st-nicholas.kent.sch.uk)

