



PLATANOS TRUST

The Platanos Trust

Privacy Notice

How we use visitor information

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This Privacy Notice provides information on how we process information in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

1. Data processing

Data processing of personal data means any activity that involves handling the information, such as collecting, storing, sharing and destroying such personal information. This notice explains how we collect, store, and use personal data of individuals visiting us.

2. The categories of information that we may process include:

- Personal information (such as name, address, national insurance number, emergency contact information, email address)
- If for a regular professional visitor or contractor, evidence that the individual holds an Enhanced DBS certificate
- Employer details
- Bank details for the collection of payments
- Disability, health and access requirements
- Relevant legal information
- Photographs
- CCTV images captured on the premises

The above list is not exhaustive but are the main examples of the type of information. We may also hold data we have received from other organisations, including other schools, local authorities, the NHS and other similar agencies.

3. Why we collect and use this information

We collect and use this data for the following purposes:

- a) to identify you and safely and effectively manage our visitors as part of safeguarding procedures
- b) to identify you and safely evacuate the school in the event of an emergency
- c) to enable the normal service delivery of the organisation
- d) to assess the quality of our services
- e) safeguarding children and adults
- f) ensure that appropriate access arrangements can be provided where required
- g) to meet statutory regulations

The above list is not exhaustive but provides the main examples of why we use the information.

4. The lawful basis on which we process this information

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing personal information are:

- Legal obligation – we process certain information to comply with the law
- To protect vital interests – such as the individual’s life
- Contractual obligation – to fulfil the obligation of providing an educational service
- Specific consent is provided
- Legitimate interest – in order for the school to carry out its normal services
- Public task or interest – this is set out in law or in the exercise of ‘official authority’

In addition, concerning any special category data (such as information on race or religion), the lawful bases are:

- Specific consent being provided
- Legal obligation
- To protect vital interests
- Carried out in the course of legitimate activities with appropriate safeguards
- Relates to personal data which are manifestly made public by the subject (individual)
- Necessary for the establishment, exercise or defence of legal claims
- Necessary for substantial public interest
- Necessary for the purposes of preventative or occupational medicine
- Necessary for public interest in the area of public health
- Necessary for archiving in the public interest, scientific or historical research purposes or statistical purposes

5. Collecting the information

We collect personal information via a number of ways, such as application forms, our visitor management systems and other professional or government agencies.

Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

6. Storing the information

We hold data securely for the set amount of time as according to our data retention schedule and

in order to comply with legal obligations. For more information on how we keep your data safe, please refer to our Data Protection Policy and data retention schedule. Our visitor management systems may store limited personal information and records of all visits by visitors. The information is kept secure and can only be accessed by authorised individuals.

7. Why and who we share the information with

We do not share information about you with anyone without consent unless the law and our policies allow us to do so. All data is shared in a secure manner.

Where we are legally required to do so, or as permitted to do so by law, we may share this information with:

- the local authority (where applicable)
- the Department for Education (DfE)
- other central or local government departments or agencies (such as to enquire about eligibility for free school meals, social care)
- the police, courts or tribunals (where applicable)
- other educational establishments
- other professional bodies
- other agencies when requested by law
- suppliers and service providers (to enable them to provide the service we have contracted them to undertake on our behalf)

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

8. Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please contact the headteacher's office directly or the Trust's office on 020 7733 6156 or at office@platanotrust.com.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

The right to object only applies in certain circumstances. The Trust and its schools have the right to process data in order to fulfil its legal obligations as described in Sections 3 and 4. In these instances, the right to object does not apply.

9. Contact

If you have a concern or complaint about the way we are collecting or using your personal data, or if you would like to discuss anything in this Privacy Notice, you should contact us directly at the Platanos Trust in the first instance on 020 7733 6156 or email at: office@platanostrust.com.

We have an appointed Data Protection Officer (DPO) to oversee compliance with data protection and to address any queries or concerns. Further information can be found in our Data Protection Policy.

Alternatively, you can make a complaint to the Information Commissioner's Office, the UK supervisory authority for data protection issues, at <https://ico.org.uk/concerns>.

10. Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.