



THE MOUNTBATTEN SCHOOL

Privacy Notice for Visitors

The Mountbatten School is the 'Data Controller' for the personal information we process. We are committed to protecting the privacy of all visitors to our site in accordance with the UK GDPR and the Data Protection Act 2018

Our data protection officer can be contacted via dpo@mountbatten.school

The Personal Data we hold

We process information about visitors to help run the school and keep our community safe. This includes:

- Contact Details: Name, company/employer details, and contact information.
- Vehicle Information: Registration numbers for parking management.
- Entry Records: Records of your arrival and departure times via our electronic signing-in system.
- Identification: Photograph and Verification documents (such as DBS certificates) if you are visiting in a professional capacity involving students.
- CCTV images and video footage captured while on the school premises

Why we use this Data

The school uses this data to:

- Provide a safe and secure environment for students, staff, and visitors.
- Identify you and keep a record of who is on the school site.
- Assist in the prevention and reduction of crime via CCTV
- Ensure we meet our safeguarding and health and safety obligations

The lawful basis for Processing

We process your data under the following UK GDPR grounds:

- Article 6(1)(c) (Legal Obligation): To comply with health and safety and safeguarding laws.
- Article 6(1)(e) (Public Task): To perform official school functions.
- Article 6(1)(f) (Legitimate Interests): Specifically for the operation of CCTV for security and crime prevention.
- Article 9(2)(g) (Substantial Public Interest): For processing sensitive data where necessary for security or safeguarding.

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- Article 9(2)(h) – Health or social care purposes (e.g., providing appropriate access arrangements for those with disabilities)

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.

Storage and Security

Personal data is stored on school-approved, secured platforms, including Google Workspace for Education and Microsoft 365.

We maintain security through mandatory Multi-Factor Authentication (MFA) for all administrative, remote, and cloud-based accounts.

The school utilizes authorized AI tools to support learning; however, in accordance with our Acceptable Use Policies, personal or sensitive data is strictly prohibited from being input into unauthorized AI platforms.

Where data is transferred outside the UK/EEA, we ensure adequate protection is in place through standard contractual clauses or other legally recognised safeguards.

Data Retention

In accordance with our Data Retention Policy, we keep records for the following period:

- Visitor Logs: 6 years
- CCTV Images: 31 days

Your Rights:

Individuals have a right to make a 'subject access request' (SAR) 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 respond to requests for access to personal data, including CCTV footage, within one calendar month. This may be extended by a further two months for complex cases, in which case you will be notified within the first month.

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

The school also reserves the right to refuse access to CCTV footage where this would jeopardise an ongoing investigation.

Please note that the school does not currently have the software or resources to redact third-party images; therefore, access may be limited to viewing only or refused if the privacy of others cannot be protected

If you would like to make a request, please contact our data protection officer.

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Your other rights

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 by 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

Right to Rectification: If you identify inaccurate data, we will respond to your request for correction within one month. This may be extended by a further two months for complex cases, in which case you will be notified within the first month.

Rights to Restrict Processing: you have the right to suppress the processing of your personal data. This allows the school to continue holding the data but prevents any further use of it while we consider requests for rectification or objections to processing.

Rights to Withdraw: To withdraw consent for optional processing (such as photography), please contact the Data Protection Officer in writing via dpo@mountbatten.school

The school does not currently use automated decision-making or profiling to make significant decisions about visitors.

For requests regarding non-personal school information, please refer to our Freedom of Information Policy.

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 our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113

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- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you would like to discuss anything in this privacy notice, please email for the attention of the Data Protection Officer via dpo@mountbatten.school

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