EMMANUEL SCHOOLS FOUNDATION

PRIVACY NOTICE FOR VISITORS

Data Controller: Emmanuel Schools Foundation, Trinity House, Sixth Avenue, Blyth, NE24 2SY

Data Protection Officer: Christine Taylor, ESF, Trinity House, Sixth Avenue, Blyth, NE24 2SY

Emmanuel Schools Foundation (the "Foundation") respects the privacy of every individual who visits a Foundation school and associated websites. This privacy notice demonstrates our commitment to your privacy and outlines the information the Foundation may collect about you from your visit to this website and how this information will be handled. The Foundation is committed to being transparent about how it collects and uses that data, and to meeting its data protection obligations.

About this Document
This policy is intended to provide information about how the Foundation will use (or "process") personal data about individuals who visit a Foundation school and associated websites.

This information is provided because Data Protection Law gives individuals rights to understand how their data is used. Visitors are encouraged to read this Privacy Notice and understand the Foundation's obligations and commitment to data protection.

This document also applies in addition to the Foundation's other relevant terms and conditions and policies, including:

- any contract between the Foundation and an individual, such as the terms and conditions of employment, and any applicable employee handbook;
- the Foundation's safe working practices, and child protection policy, and health and safety policies;
- the Foundation's CCTV policy, responsible use agreement, and data retention schedule.

This privacy notice also applies alongside any other information the Foundation may provide about particular uses of personal data, for example when collecting data via an online or paper form.

What personal data is processed and how it is collected
Generally, the Foundation receives personal data from the individual directly (including, in the case of students, from their parents). This may be via a form, or simply in the ordinary course of interaction or communication such as email.

We do not collect personally identifiable information about you when you visit our website unless you have provided it voluntarily. By providing such information to us, you are giving us your consent to contact you; you can opt-out of future mailings by following the 'unsubscribe' links in the emails or by contacting ctaylor@esf-mail.org.uk. We will use your data to respond to your inquiry and may send you communications by email, text message or mail. These may include information about upcoming events, fundraising, and Foundation news. The Foundation will not sell, rent, or market personal data about you to third parties.

Cookies are small text files that are placed on your computer or mobile phone when you browse websites. We use cookies to compile visitor statistics such as how many people have visited our website, what type of technology they are using (e.g., Mac or Windows, which helps to identify when our site isn't working as it should for particular technologies), how long they spend on the site, what page they look at, etc. This helps us to continuously improve our website.

Cookies on our websites:

- make our website work as you'd expect
- save you having to login every time you visit the site
- remember your settings during and between visits
- improve the speed/security of the site
- help you get to what you need faster

We do not use cookies to:

- collect any personally identifiable information (without your express permission)
- pass data to advertising networks
- pass personally identifiable data to third parties
- pay sales commissions

When you visit a Foundation school, we may collect certain personal data to identify you and maintain records of individuals on-site for security and emergency purposes. This may include by way of example:

- Name, telephone number, email and other contact information;
- Portrait photo taken for visitor badge ID;
- Images captured by the Foundation's CCTV system (in accordance with the Foundation's policy on taking, storing and using images of children);
- Car details (about those who use our car parking facilities);

Who has access to personal data and with whom we share it

Occasionally, the Foundation will need to share personal information relating to its community with third parties, such as:

- professional advisors (e.g., lawyers, insurers, PR advisers and accountants)
- government authorities (e.g., HMRC, DfE, police or the local authority)

For the most part, personal data collected by the Foundation will remain within the Foundation, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis). Particularly strict rules of access apply in the context of:

- medical records held and accessed only by the Foundation nurses and appropriate medical staff under his/her supervision, or otherwise in accordance with express consent
- safeguarding files.

How long your information is kept

The Foundation will retain personal data securely and as long as it is necessary to keep it for a legitimate and lawful reason, and in line with the Foundation's Records Management and Retention Policy and Schedule. Personal data captured at the front desk when visitors arrive is kept for up to 12 months. However, incident reports and safeguarding files containing personal data will need to be kept much longer, in accordance with specific legal requirements. The Foundation maintains a data retention schedule which dictates how long personal and special category data is kept and how it is to be archived and disposed of in accordance with Data Protection Law.

If you have any specific queries about how our retention policy is applied, or wish to request that personal data you believe to be relevant is considered for erasure, please contact ctaylor@esf-mail.org.uk. Please bear in mind that the Foundation will often have lawful and necessary reasons to hold on to some personal data following such request.

Your rights
Individuals have various rights under Data Protection Law to access and understand personal data about them held by the Foundation, and in some cases ask for it to be erased or amended or have it transferred to others, or for the Foundation to stop processing it – but subject to certain exemptions and limitations.

Individuals wishing to access or amend their personal data, or wishing it to be transferred to another person or organisation, or who have some other objection to how their personal data is used, should put their request in writing to the data protection officer at ctaylor@esf-mail.org.uk.

The Foundation will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits.

The Foundation will be better able to respond quickly to smaller, targeted requests for information. If the request for information is manifestly excessive or similar to previous requests, the Foundation may ask you to reconsider, or require a proportionate fee (but only where Data Protection Law allows it).

You should be aware that the right of access is limited to your own personal data, and certain data is exempt from the right of access. This will include information that identifies other individuals, or information that is subject to legal privilege (for example legal advice given to or sought by the Foundation, or documents prepared in connection with a legal action).

Data accuracy and security
The Foundation will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must notify the Foundation of any significant changes to important information, such as contact details, held about them.

Individuals have the right to request that any out-of-date, irrelevant or inaccurate or information about them is erased or corrected (subject to certain exemptions and limitations under Data Protection Law).

The Foundation will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to Foundation systems. All staff will be made aware of this policy and their duties under Data Protection Law and receive relevant training.

This notice
The Foundation will update this privacy notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

Contact and complaints
Any comments or queries on this policy should be directed to ctaylor@esf-mail.org.uk

If an individual believes that the Foundation has not complied with this policy or acted otherwise than in accordance with Data Protection Law, s/he should notify ctaylor@esf-mail.org.uk. You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the Foundation before involving the regulator.