PRIVACY NOTICE – Visitors to the College

INTRODUCTION

Heathfield Community College is a 'data controller' for the purposes of the Data Protection Act (2018) & UK GDPR as amended by the Data Use & Access Act 2025. We collect a small amount of data about our visitors.

We ensure that your personal information is:

- processed legally
- processed fairly
- correct
- stored safely
- kept for no longer than needed (see our retention schedule on the College website http://www.heathfieldcc.co.uk/?page_id=1595711)
- is deleted as soon as possible after the expiry of the retention period

This document describes:

- why we collect data about you
- what data we collect
- what we do with the data we collect
- what your rights are.

WHY DO WE COLLECT INFORMATION ABOUT YOU?

The legal basis for collecting your information is as follows:

- we have a legal obligation for the safeguarding of students when you are in College
- perform tasks that are in the substantial public interest for special category data
- comply with your consent for the processing of personal data and your explicit consent for the processing of special category data. If we need your consent, we will let you know.
- maintain "public health", for example during a pandemic

We collect and store information about our visitors to:

- to meet our legal obligations to ensure the safety of our students
- ensure that appropriate access arrangements can be provided for visitors who require them

Please see the College's Special Category Data policy for more information about how we process this type of data. This policy can be found on the College Data Protection page at:
http://www.heathfieldcc.co.uk/?page_id=1595711

WHAT INFORMATION DO WE COLLECT ABOUT YOU?

We collect the following information about our contractors and other suppliers:

- names (business & personal) & contact details
- to ensure you are kept safe whilst on site we ask for information about any allergies that you might have.
- your image & whilst on site your image may be recorded on our CCTV

HOW DO WE STORE YOUR DATA AND FOR HOW LONG?

Your data is stored securely in line with our policies on data protection and online safety and IT security. We keep your data only for as long as we need to process it. The document that guides for how long we keep specific types of data is called our retention schedule. The retention schedule can be found on the data protection page of the College website: http://www.heathfieldcc.co.uk/?page_id=1595711

DO WE SHARE YOUR INFORMATION?

We may use Artificial Intelligence (AI) tools to help us work more efficiently with your personal data.

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When we do so, we only use those tools that do not include the user inputs as part of their learning processes. In all other circumstances, we don't share information about visitors without their consent unless the law and our policies allow us to do so. We will share information with legal authorities if asked to do so in line with a formal investigation. We will also share data to facilitate traded services connected to your visit to us that are purchased through the LA (e.g. for Legal, Human Resources or Information Governance Support)

TRANSFERRING DATA INTERNATIONALLY

The data that we store about you when signing into the college uses cloud storage with a UK datacentre that is certified to ISO 27001. We do not transfer your data outside of the UK UNLESS you use email to contact us. All incoming emails are received by us after having been transferred to a malicious email filtering system that may involve a temporary transfer of all emails outside of the UK and EEA. We do this to reduce the risk of the College IT systems being attacked by malicious outside forces. Where information is stored, even temporarily, outside of the UK we also ensure that that personal data is protected in the same way that it is in UK law.

WHAT ARE YOUR RIGHTS?

There are circumstances when these rights don't apply, for example if a law says we need to keep specific pieces of information, or if not processing the data places a student in danger. Your rights are:

- **The right of access** (a "Subject Access Request"). This means you can ask for a copy of the data we hold about you. Contact details for this can be found below. We will comply within ONE calendar month
- **The right to be informed.** This means that we will tell you when we are collecting data about you and what it is being used for.
- **The right to rectification**. This means you can ask us to fix omissions and errors in your data
- **The right to erasure**. This means that you have the right to have information we hold deleted.
- **The right to restrict processing**. This means we can still hold the data, but can't use it.
- **The right to object**. This means you can object to processing of personal data under certain circumstances. If we had to ask for your consent, you can withdraw consent at any time. Consent can be withdrawn by writing to the address below.

If you have a concern about the way we are collecting or using your data, please contact us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/

HEATHFIELD COMMUNITY COLLEGE DATA PROTECTION OFFICER CONTACT INFORMATION

Data Protection Officer contact details: Sarah Oxenbury, Children's Services, East Sussex County Council. Schools.dpo@eastsussex.gov.uk

REQUESTING ACCESS TO YOUR PERSONAL DATA

In the first instance, you should **contact the Data Protection Lead** in writing at the address below. Subject access and other information requests should be made on the appropriate form and you will need to provide appropriate identification. Forms and guidance can be found on the Data Protection page of the website - here.

If you wish to contact us by email, please email DataProtection@heathfieldcc.co.uk . Please DO NOT contact the main office email address as we cannot guarantee your email will reach its intended destination in a timely way.

The Head Teacher / Data Protection Lead
Heathfield Community College
Cade St, Heathfield
East Sussex
TN21 8RJ

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Tel: 01435 866066