

## Visitor Privacy Notice

As a visitor, we capture your personal data for the purpose of safeguarding the students at Tiverton High School and ensuring we know you are on-site if we have an emergency/fire drill.

### *What we collect*

We may collect the following personal data as part of the process of signing in as a visitor:

- Your full name
- The organisation that you work for
- Whom you are visiting
- The date and sign in and out times of your visit
- Registration Number (if you are bringing a car on site)

### *Whom do we share this information with?*

This data is not routinely shared with any external parties, but may be shared with emergency services in the case of an incident at the school, or with safeguarding partners if there is a need to do so.

### *How long do we store this information for?*

This data will be kept for no longer than 3 years, and then will be destroyed.

### *Who has access to the information?*

Only those who need to see the information to fulfil the purposes above will have access to it. The School will ensure that suitable physical procedures are in place to safeguard and secure the data we collect and to ensure that only staff with an operational need have access.

### *Contact us*

If you wish to discuss how we process your personal information, please speak to the School Office or our Data Protection Assistant.

Learn Together. Grow Together. Succeed Together.

