Westcliff High School
for Boys

Fair Processing Notice for Visitors

Westcliff High School for Boys process data about our visitors. This Fair Processing Notice explains what data we process, why we process it, our legal basis, how long we keep it and your rights.

We will always make sure that your information is protected and treated securely. Any information that we process will be held in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Our contact details

Westcliff High School for Boys
Company number: 07347930
Registered address: Kenilworth Gardens, Westcliff-On-Sea, Essex, SS0 0BP
Phone: 01702 475443
Email: office@whsb.essex.sch.uk

Our Data Protection Officer is **Judicium Consulting Limited** and they can be contacted at **dataservices@judicium.com**

What personal data do we collect about you? How will we use that personal data?

We are required by law to keep a record of the name any visitor for fire regulations. We also have CCTV which will capture your image.

What is our legal basis for processing your personal data?

By law, we need a legal basis for processing personal data.

We process your name because we have a **legal obligation**. You cannot enter our office without putting your name in the visitor's book. We need to know who is in the building for fire regulations.

We process your image on CCTV because we have a legitimate interest in the safety and security of our pupils, staff and visitors.

How long do we keep your personal data for?

We destroy our visitor records on a regular basis and certainly at least once per year.

Our CCTV footage will re-write every 28 days, unless it is saved for a specific purpose.

Do we use any automated decision making?

We do not use any automated decision making.

Who do we share your personal data with?

We share visitor's information with the following, when required:

- The police or other law enforcement agencies if we have to by law or court order;
- Emergency services;
- Our legal advisors;
- Our insurance providers.

Do we transfer your personal data outside of the UK?

We do not transfer your personal data outside of the UK.

What are your privacy rights?

Under the UK General Data Protection Regulation (GDPR), data subjects have rights about their personal data:

The right to be informed	Provide data subjects with information about the processing activities being conducted.
The right to request access	Provide data subjects with confirmation that their personal data is being processed and access to the personal data, subject to exemptions.
The right to recertification	data subjects have the right to request to have inaccurate or incomplete personal data corrected
The right to erasure	Data subjects have the right to request to have their personal data erased
The right to restrict processing	Data subjects have the right to request to the restriction of the processing of their personal data
The right to data portability	Data subjects have the right to request a move of their personal data between organisations
The right to object	Data subjects have the right to object to how their personal data is being processed
Rights relating to automated decision making and profiling	Data subjects have the right to not be subject to an automated or profiling decisions

For more information about your Data Subject Rights, please refer to the ICO website – https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulations-gdpr/individual-rights/

You also have the right to lodge a complaint with the ICO regarding any aspect of our processing of your personal data. We would appreciate the opportunity to address any issues and request that you contact us in the first instance.

WHSB is registered with the Information Commissioner's Office under number Z2821659.