***Please can all visitors read this notice before signing in.***

***Visitors should note that Broad Heath Primary is a data controller under the General Data Protection Regulation 2016 and domestic data protection legislation.***

* We need your personal information for Health and Safety and Safeguarding reasons.
* We only collect the information which you enter in the visitor’s book.
* Other visitors and office staff have access to this information on the day of the visit. This information is securely archived at the end of each day.
* This data is stored for the current year plus 6 years as per our retention schedule, which can be found on the school’s website.
* If necessary, we may share this information in relation to an existing agreement the school has with an authorised authority.
* Broad Heath endeavours to promote confidentiality of personal data and visitors can access our Data Protection Policy on the school website for more information.
* CCTV is used throughout the school grounds and building for health and safety and security reasons. This is auto deleted after 3 weeks.

***Please be advised that you have the right to:***

* Be informed about how the School uses your personal data.
* Request access to your personal data that the School holds via a subject access request available from the School website.
* Request that your personal data is amended if it is inaccurate or incomplete. If you believe that any information we are holding is incorrect or incomplete, please contact us and we will promptly correct your personal information.
* Request that your personal data is erased where there is no compelling reason for its continued processing.
* Request that the processing of your data is restricted in certain circumstances.
* Object to your personal data being processed in certain circumstances.

Information Commissioner’s Office (ICO)
*If you have a concern about the way the School is collecting or using your personal data, you can raise a concern with School’s Data Protection Officer with the details provided on the website or the Information Commissioner’s Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm*

Broad Heath Primary School

Hanford Close

Coventry

CV6 5DP