



MOORSIDE PRIMARY SCHOOL

Welcome to Moorside Primary School. We hope you enjoy your visit.

Emergency Procedures

In the event of a fire a long continuous siren will be activated. Leave the building as quickly as possible by the nearest exit and assemble on the large KS2 playground. Fire marshals will be on hand to direct you. In the event of any other evacuation a message will be relayed on the tannoy system please follow the instructions. In the event of a lockdown a warning message will be relayed on the tannoy system please follow the instructions of the member of staff you are visiting.

Safeguarding Procedures

All visitors, including parents, will be asked to sign in using the electronic inVentry system at the main reception desk. You will be issued with a badge which should be worn at all times whilst on site. By signing in you are agreeing to comply with the school's safeguarding procedures. A full copy of the school's Child Protection and Safeguarding Policy is available on the school website and there is a leaflet, Safeguarding Procedures for Visitors on the reception desk.

At Moorside Primary School, our children enjoy meeting new people so we hope that you find that you are made to feel welcome by both pupils and staff.

Our children are frequently reminded about personal safety and child protection issues so you may find that children will be curious about your visit! Please feel free to briefly confirm you are visiting the school and show them your visitor's badge

In accordance with current safeguarding guidelines, visitors who are not able to present proof of a valid enhanced DBS disclosure will be escorted at all times on their visit. We appreciate your understanding of this protocol.

Privacy Notice for Visitors

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **individuals visiting the school.**

This privacy notice is aimed at occasional and professional visitors to the school, who are required to sign in using the schools visitors system. Please see our Visitor Policy, which is available on the school website, for more information.

Parents/Carers of pupils visiting Nursery to settle their child or to collect their child at the end of the session are under supervision of nursery staff whilst on the school premises and are not classed as visitors.

Parents/Carers visiting the school to drop off their child in the morning or collect their child at the end of the day, are not classed as visitors.

Parents/Carers visiting the school or who come to the school office to collect their child during the school day, or to pay dinner monies or make enquiries are not classed as visitors.

We, Moorside Primary School, are the 'data controller' for the purposes of data protection law.

The personal data we hold

The personal data that we may collect, use, store and share (where appropriate) about you includes, but is not restricted to:

- Contact details and contact preferences
- Date of birth, marital status and gender
- If a regular professional visitor evidence that the individual holds an Enhanced Disclosure and Barring Service certificate
- Employer details
- Photographs
- CCTV images captured outside the school building.

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Disability, health and access requirements

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Identify you and safely evacuate the school in the event of an emergency
- Meet statutory obligations for Safeguarding
- Ensure that appropriate access arrangements can be provided for volunteers who require them

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest
- Where we have legitimate interests in processing the data – for example, the use of photographs to enable us to clearly identify you in the event of an emergency evacuation

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

Personal data is stored in line with our Records Management Policy. This is based on the [Information and Records Management Society's toolkit for schools](#).

We maintain a visitor management system to store personal information about all visitors. The information contained in this file is kept secure and is only used for purposes directly relevant to work with the school.

When this information is no longer required, we will delete your information in accordance with Records Management Policy. A copy of this is available on the Schools Website www.moorsideprimary.net.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority – if we have any concerns over safeguarding
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as visitor management systems
- Police forces, courts – to assist them discharging their legal duties

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
 - Prevent your data being used to send direct marketing
 - Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
 - In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
 - Claim compensation for damages caused by a breach of the data protection regulations
- To exercise any of these rights, please contact our data protection officer.

Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please ask a member of our office team, or email our Data Protection Officer at moorside.primaryschool@salford.gov.uk

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>