

## How we use visitor and contractor information

### Privacy Notice

Broadway Academy complies with the General Data Protection Regulations (GDPR) and is a data controller for the purposes of the Regulations.

This notice is for all contractors and visitors who work at and visit Broadway Academy. It explains the purposes for which we hold information about you.

All data is held and processed in line with the Academy's Data Protection Policy, which can be viewed on request.

The Data Protection Officer role is provided for the school by SIPS Education and queries should be referred to [gdpr@sipseducation.co.uk](mailto:gdpr@sipseducation.co.uk)

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

### The categories of visitor information that we collect, process, hold and share include:

- We maintain an electronic signing in system, which includes employees (visiting site), visitors and contractors. The system will collect and keep your personal data such as: your name, company name and a passport sized photograph. This information is collected for health, safety and security purposes.
- CCTV System  
The Closed Circuit Television (CCTV) system, is installed at strategic locations to provide a safe and secure environment as part of our commitment to safety and security. We use the CCTV system fairly, within regulatory guidelines and law, with the personal privacy of individuals using the building and the objective of recording incidents for safety and security in mind. The CCTV policy for Broadway Academy can be viewed on request.

### Accidents and incidents reporting

In the event of an accident or incident, Broadway Academy will request the visitor/contractor to complete an Incident Report Form. This will include personal data from the injured party or person suffering from ill health, such as name, address, date of birth, next of kin and details of the incident to include any relevant medical history. The data is collected as the Academy has a legal duty to document workplace incidents/accidents and to report certain types of accidents, injuries and dangerous occurrences arising out of its work activity to the relevant enforcing authority.

Incidents and accidents will be investigated to establish what lessons can be learned to prevent such incidents/accidents re-occurring including introduction of additional safeguards, procedures, information instructions and training, or any combination of these. Monitoring is undertaken but on an anonymised basis. The information is also retained in the event of any claims for damages.

### The lawful basis on which we process this information

We process information as set out above to meet legal requirements and legitimate interests set out in Article 6 of the General Data Protection Regulations. The legitimate interest is to ensure that there is a safe environment for every person visiting Broadway Academy.



## Disclosures

Broadway Academy would only disclose information from the Visitor signing in/out system or CCTV, which is required to detect or prevent crime. This is usually on receipt of a Police issued personal data request form, required under Police Investigations Section 29(3) of DPA 1998. There are instances such as prevention of threat to life or serious injuries, where personal information may be provided without a signed police DPA form.

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a subject access request for your personal information, please make a request in writing to Sarah Hamblin, Administration Manager [sarah.hamblin@broadway-academy.co.uk](mailto:sarah.hamblin@broadway-academy.co.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance.

## Further information

If you would like to discuss anything in this privacy notice, please contact:

Sarah Hamblin, Administration Manager [sarah.hamblin@broadway-academy.co.uk](mailto:sarah.hamblin@broadway-academy.co.uk)

Our Data Protection Officer (DPO) is provided by SIPS Education Ltd. The DPO can be contacted via [GDPR@sips.co.uk](mailto:GDPR@sips.co.uk)

You can also report a concern online to the Information Commissioners Office at <https://ico.org.uk/concerns>

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