Privacy Notice (How we use Visitor information)

As part of the school's visitor management system, we will ask for your name, email address, who you work for, and car registration. We will also record when you arrive and when you leave the school. This information is to ensure that we meet our duty of care under health and safety and the safeguarding of our children. Our data retention period for this information is current year + 6 years.

Please note that, in member schools with an electronic visitor management system, we will also take a photograph of you. You will be given the option to have your photograph retained on the system to use again should you visit us again. If you would prefer your photograph to be removed from the database once your visit is complete, please advise either the school receptionist or your host.

From September 2026 schools are required to record details of allergies that you, as a visitor, need to inform us about to ensure your health and wellbeing when in school. We will ask (as specified under Benedict's Law) for only enough information to help keep you safe while you are visiting the school. These details will be retained in line with the Data Protection Act 2018 and our data retention policy.

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in September 2026.

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 request for your personal information, contact:

YourIG Data Protection Officer Service
Dudley MBC
The Council House
Dudley
West Midlands
DY1 1HF

Email: YourIGDPOService@dudley.gov.uk

Tel: 01384 815026

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. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

Contact

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

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