



## **VISITORS AND STAFF PRIVACY NOTICE – DURING COVID-19**

This privacy notice will help you to understand what personal data Rossall School collects about you, how the School uses this personal data, and what rights you have regarding your personal data.

It is important that you read this notice, together with any other privacy notice that is provided to you on specific occasions when we are collecting or processing your personal data, so that you are aware of how and why we are using it.

This notice does not form part of any contract. This notice can be updated at any time and we will inform you if this occurs.

### **Who this document applies to**

1. All visitors to the school
2. All staff who are required to register at the Sports Centre before starting work
3. All pupils who are required to register at the Sports Centre before entering the school site
4. All boarding pupils who are asked to pass through the thermal scanner to record their temperature

### **About this document**

This Staff Privacy Notice explains how the school collects, uses and shares (or "processes") personal data of the persons above, and your rights in relation to the personal data we hold.

This Privacy Notice also applies in addition to the schools other relevant terms and conditions and policies, including:

- any contract between the school and its staff, such as the terms and conditions of employment, and any applicable staff handbook.
- the school's CCTV;
- the school's IT policies, including its Acceptable Use policy, E-Safety policy and Social Media policy.

### **How we collect your information**

We may collect your personal data in a number of ways, for example:

- Images from the thermal imaging scanners situated in the Sports Centre and the Dining Hall;
- GDPR compliant confidential visitor signing in books at Reception in the Sports Centre; and
- Covid-19 self-declaration forms and registers

## **The types of information we collect**

We may collect the following types of personal data about you:

- Body temperature
- Name, company name and car registration number
- Information regarding your general health and whether you are showing any Coronavirus symptoms
- If you have travelled outside the UK in recent weeks

## **The purpose of collecting your data**

To ensure the safety and security of the Rossall School community and to prevent the spread of Coronavirus

## **How long we keep your personal data**

1. The thermal imaging scanner images are retained for up to 8 weeks and then deleted in line with GDPR regulations.
2. Self-declaration forms and registers will be retained for up to 4 weeks and then disposed of in line with GDPR regulations.
3. Visitor signing in books are retained for the academic year and then disposed of in line with GDPR regulations.

## **Sharing your information with others**

For the purposes referred to in this privacy notice we will only share your data listed above when the school is legally required to do so (by a court order, government body, law enforcement agency or other authority of competent jurisdiction), for example HM Revenue and Customs or police.

## **Your rights**

You can find out more about your rights under applicable data protection legislation from the Information Commissioner's Office website available at [www.ico.org.uk](http://www.ico.org.uk).

## **This notice**

The school will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

## **Contact and complaints**

If you have any queries about this privacy notice or how we process your personal data, or if you wish to exercise any of your rights under applicable law, you may contact the Data Manager or the Human Resources Manager.

[If you are not satisfied with how we are processing your personal data, or how we deal with your complaint, you can make a complaint to the Information Commissioner: [www.ico.org.uk](http://www.ico.org.uk). The ICO does recommend you seek to resolve any issues with the data controller initially prior to any referral.