



BONITAS TRUST PRIVACY NOTICE – VISITORS

BONITAS MULTI-ACADEMY TRUST PRIVACY STATEMENT

Bonitas Multi-Academy Trust is committed to protecting the privacy and security of personal data. We collect and process personal information about students, parents, carers, staff, governors, trustees and visitors across our schools to meet our statutory obligations, deliver education services, and safeguard those in our care. This privacy notice explains how personal data is collected, used, and shared by each school within the Trust, in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and related guidance.

This notice is provided in accordance with Article 13 of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Each school within Bonitas Multi-Academy Trust is a data controller for the personal data it holds, with the Trust acting as a joint controller where services, policies, or systems are delivered centrally. The Trust provides oversight, systems, and services to support data protection compliance.

Our Data Protection Officer: is TurnITon

For queries, contact your school's headteacher or email: [Insert School Contact Email].

The Data We Collect

We may collect the following personal data about visitors:

- Full name
- Contact details (e.g. phone number, email address)
- Organisation or company name (if relevant)
- Vehicle registration number (if parking onsite)
- Date, time, and purpose of your visit
- Photo ID (if required for safeguarding purposes)
- CCTV images (if CCTV is in operation on the premises)
- DBS details or safeguarding documentation (if required for access to pupils)
- Information shared as part of signing in (e.g. health declarations, emergency procedures)

Visitor data may be collected via our secure digital sign-in system. Data is stored and processed in accordance with data protection law and retained in line with our retention schedule.

Why We Collect This Data

We process this information to:

- Ensure the safety and security of our pupils, staff, and premises
- Maintain accurate visitor records in line with safeguarding protocols
- Meet our legal obligations under health and safety and safeguarding law
- Enable communication in case of emergency or evacuation
- Control access to the site and protect Trust property



- Meet insurance or audit requirements

Our Lawful Bases for Processing

We process visitor data under the following lawful bases:

- Public task – for tasks carried out in the public interest, including safeguarding
- Legal obligation – to comply with health, safety, and safeguarding law
- Legitimate interests – to maintain a secure and safe environment

Where we take photographs or collect optional information, we may ask for your consent, which you can withdraw at any time.

Data Sharing

We do not share visitor information with third parties unless:

- It is required by law (e.g. for safeguarding, health and safety, or police investigation)
- You provide consent
- It is necessary to protect someone's vital interests

CCTV

Where CCTV is used on site, signage is displayed. CCTV footage may be used to support security, safeguarding, or investigations. For further information, please see our CCTV policy (available on request or via the school website).

How We Store and Retain Your Data

Visitor data is stored securely and only for as long as necessary. Most visitor logs are retained for 6 years in accordance with Trust retention policies based on IRMS guidance.

Your Rights

Under data protection law, you have the right to:

- Access your personal data
- Request correction or deletion
- Object to or restrict processing in certain circumstances
- Withdraw consent where processing is based on consent
- Lodge a complaint with the Information Commissioner's Office (ICO)

To exercise your rights, please contact the school office or the Trust's Data Protection Officer.

Contact Us

If you have any questions about how your information is handled, please contact:

Bonitas Multi-Academy Trust Email: ithelpdesk@bonitas.org

School-specific contact: mwilliams@ranelagh.bonitas.org.uk

Data Protection Officer (TurnlTon) Email: office@turniton.co.uk