

PRIVACY NOTICE (VISITORS)

Data Protection

POLICY DETAILS

Policy Title:	Privacy Notice – Visitors
Staff name and job title:	Mary Brindle, Chief Financial Officer
Organisation:	Endeavour Academies Trust
Policy Version Number:	1
Approved by Board of Trustees On:	February 2026
Date of Next Review:	February 2029
Distribution:	Website

POLICY REVISION AND APPROVAL HISTORY

Version	Date of review	Date of next review	Comments	Approved by
1	February 2026	February 2029	New policy	Trustees

Visitor Privacy Notice

How we use your information when you visit our sites

Who we are:

Endeavour Academies Trust is the data controller for the personal information we collect about visitors to our schools and trust sites.

Data Protection Officer (DPO)

Name: Shane Williams/ Global Policing Limited

Email: Data@globalpolicing.co.uk

Telephone: 0161 510 2999

What information do we collect?

When you visit one of our sites, we may collect:

- Your name.
 - Organisation / company name.
 - Vehicle registration (where applicable)
 - Arrival and departure time.
 - Reason for visit.
 - Who you are visiting.
 - Photographic ID (if required for safeguarding/security)
 - CCTV images (if CCTV is in operation)
 - Safeguarding-related information (if relevant)
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Why do we collect this information?

We collect visitor information to:

- Keep pupils, staff and visitors safe.
 - Manage site security.
 - Comply with safeguarding responsibilities.
 - Manage emergency procedures (e.g. fire evacuation registers)
 - Investigate incidents if necessary.
 - Maintain accurate records of who is on site.
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Lawful basis for processing

We process visitor information because:

- It is necessary for the performance of a task carried out in the public interest.
- We have legal obligations relating to safeguarding and health & safety.
- It is necessary for our legitimate interests in keeping sites secure.

CCTV is used for security and safeguarding purposes.

Who do we share visitor information with?

Visitor information may be shared with:

- Safeguarding partners.
 - Police (where required)
 - emergency services (where needed)
 - the Local Authority (where relevant)
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How long do we keep visitor information?

Visitor logs are kept for 1 year unless they are required for an investigation or safeguarding matter.

CCTV footage is retained for 30 days unless required for an investigation.

Your rights

You have rights over your personal information, including the right to request access.

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Data Protection Officer

The school has an independent data protection officer service supplied by Global Policing Limited. Global Policing is an organisation run by ex-senior police officers who specialise in working with schools and have vast experience of data protection matters. If you have any questions or comments, or wish to make any requests under the Regulations, you should contact them directly:

- Telephone (answerphone) 0161 212 1681
- Email datarequests@globalpolicing.co.uk
- Website www.globalpolicing.co.uk/data

If you have a concern about the way we are collecting or using 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>





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