Privacy Notice for Visitors – How we use your information 2026/27

Who are we?
Stoke Park School - The Futures Trust is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

The Futures Trust is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: ZA154781.

You can contact the school as the Data Controller in writing at:
Stoke Park School, Dane Road, Coventry, CV2 4JW or email Megan Jones at staffmjo1@stokepark.coventry.sch.uk

What is a Privacy Notice?
A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our staff.

What is Personal Information?
Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about visitors to our school?
The personal data that we may collect, use, store and share (where appropriate) about you includes, but is not restricted to:

- Full name
- Contact details
- Information relevant to the visit, e.g. address, telephone number, email address of the company you work for or the university you are attending (if appropriate), arrival and departure time
- If a regular professional visitor, evidence that the individual holds an Enhanced Disclosure and Barring Service certificate
- Car registration number

We may also collect, hold and share the following "special categories" of more sensitive personal information:

- Information about any access arrangements that may be required
- Photographs for identification purposes
- CCTV images captured in school

We may also hold data about you that we have received from other organisations, including other schools and social services.

How is your personal information collected?
The school may acquire personal data in a number of ways. We may also collect information ahead of your visit to our school, which we collect directly from you or the person arranging your visit, e.g. the organisation you work for, or when we agree a contract with you.

Some information will be provided by you when you sign in and out using our electronic signing in system. It may also be acquired from the Disclosure and Barring Update Service.

For what purposes do we use visitors' personal information?
We will use your personal information to:

a) Identify you and keep you safe while on the school site
b) Keep pupils and staff safe
c) Maintain accurate records of visits to the school
d) Provide appropriate access arrangements

Who might we share your information with?
We do not share information about you with any third party without your permission unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority, Coventry City Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Government departments or agencies
- Our regulator, Ofsted
- Suppliers and service providers:
    - Taylor Shaw catering
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations, including InVentry, Microsoft 365 & Azure, who provide the system software and hosting infrastructure for our electronic visitor management system
- With the Disclosure and Barring Update Service if we need to make a criminal records check
- Health and social welfare organisations
- Professional advisers and consultants
- Financial organisations – so that they can provide the services we have contracted them for e.g. Xero, Approval Max, XfE, VAT Advisory
- Charities and voluntary organisations
- Police forces, courts or tribunals
- Your company if you are a contractor
- Your university if you are a student teacher on placement
- Professional Data Destruction company: Enviro Electronics, Shred Station
- Our Cyber Security Testing Company: NCC Group, to comply with the DfE's Cyber Security Standards.

This list is not exhaustive.

Keeping this information safe
It is very important that only people who need to use your information can see it. Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way, from when we collect it to when we destroy it.

Security procedures include:

- Entry controls for the site and buildings. All staff wear photo ID on school or Trust blue staff lanyards. All authorised DBS-checked visitors/contractors wear photo ID on green visitor lanyards. Visitors/contractors for whom DBS checks have not been sought or not relevant wear photo ID on red visitor lanyards. Entrance to our school buildings is via staff ID cards or controlled by staff at Main and Student Receptions.
- Secure lockable desks and cupboards. Desks, filing cabinets and cupboards should be kept locked if they hold confidential information of any kind.
- Data is destroyed when it is no longer needed. Paper documents holding personal and/or sensitive data should be disposed of in the confidential waste consoles which are emptied on a regular basis. Confidential waste is shredded on site. Digital storage devices should be physically destroyed when they are no longer required.
- Equipment. Staff are trained to ensure that individual PC monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended.

Use of your personal data in automated decision making and profiling
We do not currently process any visitors' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Our Lawful Basis for Processing your Data
Our lawful bases for processing your information for the purposes previously listed are:

- To comply with the law
- To fulfil a public task
- To protection yours or someone else's vital interests
- For purposes of substantial public interest
- Where we have asked for your consent to use your information
- Where we have identified a legitimate interest
    - Site security
    - Health and Safety purposes
    - Facilitating meetings

What do we do with your information?
All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. The Futures Trust monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

How long do we keep your information for?
In retaining personal information, The Futures Trust complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which The Futures Trust are required to retain the information.

A copy of those schedules can be requested from either the trust or schools**.**

Transferring data internationally
Where we transfer personal data to a country or territory outside of the UK, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?
Under data protection law, individuals have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

****Please ensure you specify which School your request relates to****

You also have the right to:

- object to processing of personal data in certain circumstances and where the processing 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
- subject to the complaints procedure below, you have the right to complain to the ICO

Data Protection Complaints
We are committed to handling your personal data in a way that is fair, transparent, and in accordance with the law. If you are unhappy with how we have handled your data, this process outlines how you can make a complaint.

How to Make a Complaint
If you have a concern about how your personal data has been handled, please contact our Data Protection Lead (DPL) or our Data Protection Officer (DPO). This gives us the opportunity to investigate and resolve the matter as quickly as possible.

There is no set format for making a data protection complaint. However, submitting your complaint in writing may help us to respond more promptly. Please direct your complaint to:
• **Trust Data Protection Lead (DPL) email:** DataProtection@thefuturestrust.org.uk
or submit a complaints form via https://www.thefuturestrust.org.uk/data-protection-complaint-form
• **Trust Data Protection Officer (DPO) email:** schooldpo@warwickshire.gov.uk

What to Expect from Us
We will acknowledge receipt of your complaint within 30 days. We will, without undue delay, take appropriate steps to respond to your complaint, including making appropriate enquires.
Throughout the process, we will:
• Keep you informed of our progress.
• Request any additional information we may need from you in a timely and proportionate manner.
• Provide you with a clear and comprehensive outcome of our investigation.

If You Remain Unhappy
If you are not satisfied with the outcome of your complaint, or if you feel we have not handled it appropriately, you have the right to complain to the Information Commissioner's Office (ICO). The ICO is the UK's independent regulator for data protection and information rights.

- For more information about the ICO and their complaints process, you can visit their website at ico.org.uk.

Review

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. This privacy notice is reviewed annually or earlier in response to statutory changes.