

## Privacy notice (for visitors and general public)

You have a legal right to be informed about how our trust and academies use any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data. This notice explains how we collect, store and use personal data about visitors and the general public in our Trust. We, The Sir John Brunner Foundation, are the 'data controller' for the purposes of data protection law. Our data protection officer can be contacted as shown in the 'Contact us' section below.

### The categories of information that we collect include:

To carry out our duties as a provider of education we collect information that enables us to meet regulatory and contractual obligations and ensure the effective management of the Trust. This includes processing for quality assurance, service improvement, providing information for statistical and audit purposes and ensuring that all health and safety standards are met.

The personal information we may collect includes:

- personal identifiers, contacts and characteristics (such as name, contact details and postcode)
- information relating to the visit (such as purpose, company name, arrival and departure time, vehicle registration plate)
- information about any access arrangements required
- identity management/authentication, photographs, CCTV internally and externally
- information received from other organisations, including other schools/academies and social services.

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- Disability and access requirements

### How do we use the information we collect about you?

We use the information listed above to:

- Identify you and keep you safe whilst on Foundation premises
- Keep pupils and staff safe
- Maintain accurate records of visits to the Foundation
- Provide appropriate access arrangements

Under the UK data protection law, we are permitted to process your information for one or more of the following reasons:

- You have provided consent
- It is necessary for us to be legally compliant
- To fulfil our contractual obligations
- There is a public or legitimate interest to do so

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

## Requesting access to your personal data

The UK GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact the Head of Governance and Compliance at The Sir John Brunner Foundation 01606 664900.

Your rights include:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'.
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances.
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

There are legitimate reasons why your information rights request may be refused. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at [raise a concern with ICO](#)

## 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 on 18 February 2025.

## Contact

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

Head of Governance or Compliance

c/o Sir John Deane's Sixth Form College

Monarch Drive

Northwich

CW9 8AF

Tel 01606 664900.

Our DPO Kathryn McBurnie [Kmcburnie@sjbf.org.uk](mailto:Kmcburnie@sjbf.org.uk)