Thorpe Acre Junior School

Thorpe Acre Infant School

Privacy Notice:
School Visitors

Reviewed : November 2026

Learning, Working and Succeeding Together
Reaching High, Learning and Growing Together

Safeguarding Statement

At Thorpe Acre Infant School and Thorpe Acre Junior School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Thorpe Acre Infant School and Thorpe Acre Junior School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

GDPR Statement

Data will be processed to be in line with our requirements and protections set out in the UK General Data Protection Regulation, Data Protection Act as amended by the Data (Use and Access) Act 2025.

Equality Impact Statement

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Our schools regularly receive visitors onto the premises which can include parents, carers, contractors or suppliers, amongst others.

To support site security and our obligation to promote the safety of our pupils and staff, the schools use a sign in and sign out system. It is necessary for all visitors to use the system upon arrival and departure.

For this purpose, we collect the following data where relevant:

- Name;
- Car registration;
- Email address;
- Who they are visiting;
- The purpose of the visit;
- The date and time of arrival;
- The date and time of departure;
- A digital image of the visitor.

The school is the data controller for this information. The legal basis we rely on when using this personal information is Public Task as we undertake this activity to maintain a safe environment for our pupils, staff and visitors.

We do not share this personal information unless we are required to by law, or where it is necessary to protect others.

This information will be retained for a minimum of 6 years from the date of the visit.

There are more details about how we share and manage personal on the website, and in the Data Protection Policy and 'My Rights' document.

Your data will not routinely be stored outside of the UK. If necessary, the school will only do so where it is permitted by law and where appropriate safeguards are in place.