Cotford St Luke Primary School

Appreciate – Believe - Challenge

Bethell Mead
Cotford St Luke
Taunton
TA4 1HZ

Telephone: 01823 430831
Email: office@cslprimary.co.uk Website: www.cotfordstlukeprimary.co.uk

Privacy Notice for Visitors

We, Cotford St Luke Primary School are a Data Controller under the UK General Data Protection Regulation, which means that we need to provide you with information about how we use your personal data.

What we collect

We hold personal data such as:

- full name & title
- who you are visiting
- date and time of your visit
- CCTV images, if used on site

Why we use it

We use your data to:

- Safeguard our school community
- Keep our school site secure
- Meet health and safety responsibilities
- Assist with the organisation of events or meetings

Legal basis

We process your data under:

- **UK GDPR Article 6(c)** – Legal obligation, to fulfil our statutory responsibilities
- **UK GDPR Article 6(e)** – Public task, to enable the running of the school
- **UK GDPR Article 9(g)** – Substantial public interest (for special category data)

Collecting visitor information

We collect your personal data when you enter the school site. The majority of the information you provide is mandatory, but some may be requested on a voluntary basis. To comply with the law, we will inform you at the point of collection whether you are required to provide information or whether you have a choice.

Storing visitor information

We retain data only as long as necessary for legal, regulatory, and operational purposes. For more information, please request to see our data retention schedule.

Who we share visitor information with

We do not routinely share the personal data of our visitors with any other party. However, under limited circumstances, we may share your data with relevant parties if the law allows us to do so.

All visitors are reminded that the school is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education) to record or report incidents and concerns related to child safeguarding that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. For further information about this, please view the Safeguarding Policy.

International transfers

We do not routinely store or share personal data outside of the UK or EU/EEA. If data is stored outside these areas, we ensure safeguards like standard contractual clauses are in place.

Requesting access to your personal data and your rights

You can request the following from the school:

- Access your data
- Correct or delete it
- Restrict or object to its use
- Request electronic transfer
- Complain if your data is misused

To exercise any of these rights, p

lease contact the school or Data Protection Officer (details below).

Contact us

For questions or data requests, contact the school or our Data Protection Officer at dposchools@somerset.gov.uk

---

Last updated September 2026