

PRIVACY NOTICE VISITORS

Brockmoor Primary School • Brierley Hill Primary School



POLICY OWNER	Senior Leadership Team
APPROVED BY	Governing Body
APPROVAL DATE	September 2026
REVIEW DATE	September 2027 or earlier if guidance changes
REVIEW CYCLE	Annual

Aspiration and opportunity for every child

Who we are

Black Country Federation comprises Brockmoor Primary School and Brierley Hill Primary School. The relevant school is the data controller for personal information it processes about you. The schools work within a shared federation governance and leadership structure.

Our Data Protection Officer

YourIG Data Protection Officer Service, Dudley MBC, The Council House, Dudley, West Midlands, DY1 1HF. Email: YourIGDPOService@dudley.gov.uk. Telephone: 01384 815607.

Why this notice matters

This notice explains how the schools use personal information when people visit school premises.

Information we may collect and use

- name and organisation
- person being visited and purpose of visit
- arrival and departure time
- vehicle registration where collected
- visitor photograph/badge information where used
- safeguarding or identity-check information where required
- CCTV images where CCTV is in operation
- accessibility, health or emergency information where necessary

Why we use your information

- manage access to the site
- safeguard pupils, staff and visitors
- meet health and safety and emergency-management duties
- maintain site security and investigate incidents
- provide appropriate accessibility or emergency support

Our lawful basis

We principally rely on legal obligation and public task under Article 6 UK GDPR. Vital interests may apply in an emergency. Where special category information is required, an appropriate Article 9 condition will be identified.

Where information comes from

- you
- the staff member or organisation arranging the visit
- visitor-management and security systems
- CCTV systems where applicable

Who we may share information with

- relevant school staff
- Dudley MBC, emergency services or safeguarding partners where necessary
- law-enforcement or regulatory bodies where required by law
- approved visitor-management, security and IT providers

We only share personal information where there is a lawful basis and it is necessary and proportionate. Where organisations process information on our behalf, we use appropriate contractual and security arrangements.

How long we keep information

Visitor and security records are retained for the period set out in the school's retention schedule and then securely deleted or destroyed. Incident-related records may need to be kept for longer where there is a legal or safeguarding reason.

Keeping information secure

We use appropriate technical and organisational measures to protect personal information. Access is limited to people who need the information for their role. Staff are expected to follow the Federation's data protection, safeguarding and information-security requirements.

Your rights

Depending on the circumstances, data protection law gives you rights relating to access, correction, erasure, restriction, objection, data portability and automated decision-making. Some rights do not apply in every situation. Requests can be made through the school office or directly to the DPO.

Concerns or complaints

Please contact the relevant school in the first instance if you have a question or concern. You may also contact the DPO. You have the right to complain to the Information Commissioner's Office.

[Information Commissioner's Office](#)

Review of this notice

This notice will be reviewed at least annually and whenever there is a significant change to how personal information is used. Where a significant change affects you, we will take reasonable steps to bring it to your attention.