



Grove School

Visitor Privacy Notice - Grove School

We respect your privacy. When you visit our school, we may collect and process personal information about you for safety, safeguarding, and operational purposes.

What we collect:

- Your name, organisation, vehicle details (if parked onsite)
- Arrival/departure times, purpose of visit, who you're visiting
- ID/DBS details (if required), and your signature if needed
- **CCTV images** captured around the site for security and safeguarding
- **Wi-Fi logs** (if you use our guest Wi-Fi), including device/MAC address and connection times

Why we collect it:

- **Safeguarding & site security** (including visitor management and evacuation lists)
- **Legal obligations** (e.g., health & safety incident records)
- **Operational efficiency and fraud prevention** (legitimate interests)

How long we keep it:

- Visitor sign-in records: **3 months**
- CCTV: **30 days** (longer if required for an investigation)
- Incident records: retained in line with statutory and local authority guidance

Who we share with:

- Only where necessary: e.g., police or local authority for safeguarding/security, contracted service providers (visitor system, CCTV maintenance), or when required by law.

Your rights:

You have rights to access, rectify, erase, restrict processing, object (where applicable), and data portability. You also have the right to complain to the ICO.

Contact:

Data Protection Officer: Data Protection Officer: Judicium Consulting Limited

Address: 5th Floor, 98 Theobalds Road, London, WC1X 8WB

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Telephone: 0345 548 7000 (Option 1, then 1)

School: **Grove School, Dawson Road, Handsworth, B219HB. Tel 0121 4644669**

ICO: www.ico.org.uk / 0303 123 1113

