

### Use of Personal Data

Southway at the Rodillian Academy Limited (“Southway”) operates Southway and is the Data Controller for personal data provided to Southway. As the Data Controller it decides the purposes which and the manner in which, any personal data relating to visitors to Southway is processed. This Privacy Notice explains how we collect, store and use personal data about visitors to Southway

The Head of Governance and Compliance is our Data Protection Officer. Their role is to oversee and monitor our data processing practices. If you have any queries regarding anything in this Privacy Notice, please contact them by email at [amarham@rodillianacademy.co.uk](mailto:amarham@rodillianacademy.co.uk) or [DPO@rodillianacademytrust.co.uk](mailto:DPO@rodillianacademytrust.co.uk) or write to them at

Data Protection Officer  
Southway at the Rodillian Academy Limited  
The Featherstone Academy  
Pontefract Road  
Featherstone  
Pontefract  
West Yorkshire  
WF7 5AJ

### Why do we need your Information?

Southway has the legal requirement and a legitimate interest to collect and process personal data of visitors to Southway, including those in relation to the following:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To keep children safe
- To meet the statutory duties placed upon us for Department for Education (“DfE”) data collections
- To assess the quality of our services
- To comply with the law regarding data sharing

### Information that we collect, process, hold and share includes:

- Personal information (i.e. names and contact details);
- Information relating to your visit (i.e. company or organisation name, arrival and departure time, car number plate)
- Safeguarding information;
- CCTV images;
- Photographs for identification purposes for the duration of your visit;
- Information about any access arrangements you may need.

### Why we use this data:

- Identify you and keep you safe while on an Academy site;
- Keep students and staff safe;
- Maintain accurate records of visits to each Academy;

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- Provide appropriate access arrangements.

Whilst the majority of information that you provide to us is mandatory, some of it is provided on a voluntary basis. In order to comply with data protection legislation, we will inform you when your consent is required.

### The Lawful Basis on which we process this Information

- Article 6 1(a) of the United Kingdom General Data Protection Regulation (“[GDPR](#)”) which allows processing with consent for one or more specific purposes;
- Article 6 1(b) of the GDPR which allows processing that is necessary for the performance of a contract;
- Article 6 1(c) of the GDPR which allows processing that is necessary to comply with a legal obligation;
- Article 6 1(e) of the GDPR which allows processing that is carried out in the public interest;
- Article 6 1(f) of the GDPR which allows processing that is necessary for the purposes of a legitimate interest;
- Article 9 2(b) of the GDPR which allows the processing of special category data that is necessary for carrying out obligations in the fields of employment and social security and social protection law;
- Article 9 2(g) of the GDPR which allows the processing of special category data that is necessary for reasons of substantial public interest;
- Article 9 2(j) of the GDPR which allows the processing of special category data when it is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

### Storing Visitor Information

Personal data is stored securely in line with our Records Management and Data Protection and Information Governance Policies. In accordance with data protection legislation, it is only retained for as long as necessary to fulfil the purposes for which it was obtained, and not kept indefinitely.

### Data Transferred outside the UK

Processors that we use may transfer and hold data outside of the UK. We will ensure that organisations that process personal data on our behalf only transfer data to countries that the UK Government deems as having adequate levels of protection in place and in accordance with UK Data Protection obligations. If a processor is found to be transferring data to a country that does not have adequate protections or to an organisation, then we will terminate our contract or other relationship with them.

### Who we share data with

We do not share your information with anyone without permission unless the law says we can or should. We share information with the following: -

- The Local Council
- DfE
- Education Skills Funding Agency
- Ofsted
- NHS
- Police
- Social Services
- Educational Psychology Department
- Children & Adolescent Mental Health Services (CAMHS)

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- Peripatetic services
- Alternative education providers
- Examination Boards
- Library records systems
- Catering Providers
- IT Contractors
- Providers of visitor management and access control systems
- Professional advisers to support a legal entitlement and to assist with insurance claims
- Professional bodies
- The organisation you represent

### What are your Rights?

You have a legal right to:

- Request access to the personal data that Southway holds;
- Request that your personal data is amended if it is inaccurate or incomplete;
- Request that your personal data is erased where there is no legal basis for its continued processing;
- Request that the processing of your personal data is restricted;
- Object to your personal data being processed if it is likely to cause, or is causing, damage or distress.

Requests should be submitted to the Data Protection Officer (on the contact details provided). Southway will consider all requests in line with your legal rights and Southway's legal obligations.

Where the processing of data is based on explicit consent, there is a right to withdraw consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

If you have a concern about the way Southway is collecting or using your personal data, please raise the concern with the Data Protection Officer in the first instance. You can also contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>