



## **Introduction**

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This notice is provided to help visitors and contractors understand how and why Windlesham House School ("the School") collects and processes personal information. It also outlines your rights in relation to that data.

This notice applies to all individuals signing in at Reception. Parents/guardians dropping off or collecting children are not considered visitors under this notice.

## **About the School and Your Data**

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The School is part of the Charterhouse Schools Group. ICO registration number: Z6092852. Registered address: Charterhouse School, Charterhouse, Godalming, Surrey GU7 2DX. Charity number: 312054.

The School complies with all applicable UK data protection laws, including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and guidance from the Information Commissioner's Office (ICO), Independent Schools Inspectorate (ISI), and Department for Education (DfE).

The Bursar is the Privacy Manager and is responsible for ensuring that personal data is processed lawfully and securely. The Bursar can be contacted  
Emailing: [bursar@windlesham.com](mailto:bursar@windlesham.com) , Telephoning: 01903 874705, Writing: to The Bursar, Windlesham House School, Pulborough, RH20 4AY

## **What Is "Personal Information"?**

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We may collect:

- Name, contact details, address, occupation
- Photographs and CCTV images
- Vehicle registration and visit logs
- DBS certification status
- Dietary or access requirements

## **Legal Basis for Processing**

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We process personal data based on:

- Legal obligation: for safeguarding, health & safety, and statutory compliance
- Legitimate interests: ensuring site security and incident management
- Consent: where we use imagery for publicity purposes (e.g. photos)

## **How and Why We Use Your Information**

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Personal data is collected to:

- Ensure site safety and visitor management
- Support emergency and health and safety planning
- Monitor attendance and safeguarding compliance
- Manage access control systems
- Enable incident tracking or regulatory inspections

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### **Use of Third Parties and Data Transfers**

We use third-party systems (e.g. visitor management software, CCTV storage) under strict contracts. Where any data is processed outside the UK, appropriate safeguards are in place (e.g. IDTA or adequacy decision).

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### **Retention of Data**

Visitor logs are kept for up to one year, CCTV for 30 days (unless needed for investigation), and contractor records for up to 7 years depending on safeguarding relevance or legal necessity.

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### **Your Rights**

You have the right to:

- Access your personal data
- Request corrections
- Request erasure of data (subject to legal or safeguarding requirements)
- Object to or restrict processing
- Withdraw consent (where applicable)
- Data portability (if applicable)

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### **Subject Access Requests (SARs)**

To access your personal data, please contact the DFO.

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### **Keeping Your Information Up to Date**

Please update the School with any changes to your contact or identification details.

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### **Security of Your Information**

Personal information is stored securely with access limited to authorised personnel only. All staff receive regular training on data protection and incident response.

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### **Complaints**

If you have concerns about how your data is handled, you should raise them with the School's Privacy Manager in the first instance. If not resolved, you may contact the Information Commissioner's Office (ICO): [www.ico.org.uk](http://www.ico.org.uk)