



Privacy Notice - Visitors

Lasting learning experiences for life.

Version 1.0 · Issued 14 September 2026 · Next review 14 September 2027 · Data controller: Mereworth Community Primary School, 39 The Street, Mereworth, Kent, ME18 5ND · Data Protection Officer: Satswana Ltd, dpo@satswana.com

This notice explains what Mereworth Community Primary School does with the information it collects about visitors and contractors who come onto the school site. A short summary version is displayed at reception, and this full version is available on request and at mereworth.kent.sch.uk. It is reviewed annually.

Who We Are

Mereworth Community Primary School, 39 The Street, Mereworth, Kent, ME18 5ND, is the data controller for the information described in this notice. Our Information Commissioner's Office registration number is Z6064564.

Our Data Protection Officer is Satswana Ltd (outsourced Data Protection Officer), who can be contacted at dpo@satswana.com or on 01622 812569. The DPO is your first point of contact for any question or concern about how we use your information.

What We Collect

Where	What we collect
At reception	Your name; the organisation you represent; your vehicle registration where you use the car park; the person you are visiting and the purpose of your visit; your arrival and departure times; and, where you are a contractor, evidence of identity and, where required, of a DBS check.
On site	Images captured by CCTV in the locations listed in our CCTV Policy; entry and exit records where we use electronic access control.
Where relevant to your visit	Emergency contact details, health information you tell us about (for example a mobility need or an allergy), and accident or incident details if something happens while you are on site.

We do not routinely collect anything else, and we ask you not to volunteer information we have not asked for.

Why We Use It

Purpose	Why, and our lawful basis
Evacuation and roll call	To know who is on site at any time so that we can account for everyone in an evacuation — a legal obligation under fire safety law, and our public task.
Safeguarding	To safeguard pupils and staff, and to comply with Keeping Children Safe in Education — legal obligation and public task; special category data is processed under Article 9(2)(g) with Schedule 1 paragraph 18 of the Data Protection Act 2018.
Site security	To secure the site and prevent and detect crime — legitimate interests and public task.
Contractor management	To manage contracts and verify that contractors are entitled to work on site — contract and legal obligation.
Accidents and emergencies	To respond to an accident or medical emergency — vital interests and legal obligation.

We do not use visitor information for marketing, and we do not sell it.

Who We Share It With and How Long We Keep It

We share visitor information with: the emergency services in an emergency; the police where there is a lawful request or a crime; our insurers where there is an incident or claim; Kent County Council or the trust where a safeguarding or health and safety matter arises; the Health and Safety Executive where an incident is reportable; and our visitor management and CCTV suppliers, who act as our processors.

Record	Retention period
Signing-in records	Two years, and six years where a safeguarding, accident or security incident is involved.
CCTV	Overwritten after 30 days unless extracted for an incident, in which case kept for as long as the investigation or proceedings require plus one year.
Contractor vetting records	The duration of the contract plus six years.
Accident records involving a child	Until that child's 25th birthday.

Your Rights

You have the right to: be informed about how we use your data; ask for a copy of it (a subject access request); have inaccurate data corrected; ask for erasure where we no longer need it; ask us to restrict processing while a dispute is resolved; object to processing based on public task or legitimate interests; and, where processing is based on consent or contract and is automated, receive your data in a portable format. Where we rely on consent, you may withdraw it at any time without giving a reason and without penalty.

To exercise any right, contact the Data Protection Officer, Satswana Ltd (outsourced Data Protection Officer), at dpo@satswana.com or write to 39 The Street, Mereworth, Kent, ME18 5ND. We will respond within one calendar month. There is no charge.

If you are unhappy with how we have handled your information you may complain to us, and you may complain to the Information Commissioner's Office at ico.org.uk/make-a-complaint, 0303 123 1113, or Wycliffe House, Water Lane, Wilmslow SK9 5AF.

Document Control

Document owner	Data Protection Officer — Satswana Ltd (outsourced Data Protection Officer)	Version	1.0
Data Protection Officer	Satswana Ltd (outsourced Data Protection Officer) — dpo@satswana.com	Approved by	Governing Body of Mereworth Community Primary School
Senior Information Risk Owner	Miss A. Lavelle	Date of approval	14 September 2026
ICO registration	Z6064564	Review cycle	Annual — next review 14 September 2027