



LUX MUNDI

LIGHT OF THE WORLD ~ CATHOLIC ACADEMY TRUST

Privacy Notice for Visitors

Who processes your information?

Lux Mundi Catholic Academy Trust is the data controller of the personal information you provide to us. This means the school will determine the purposes for which and the manner in which any personal data relating to Visitors is to be processed.

There may be times when it is necessary to share your personal data with a third party; this will only be done with your explicit consent, unless there is a legal requirement for the school to do so.

Why do we collect and use your information?

The Lux Mundi Trust collects your personal data is to comply with legal requirements in relation to Health and Safety, Fire Regulations and Safeguarding
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Which data is collected?

The categories of Visitor information that the school collects, holds, and shares include the following:

- Name
- Employer details
- Times of visits to the school premises
- Vehicle details

How long is your data stored for?

Personal data relating to Visitors at The Lux Mundi Trust is stored in line with the school's UK GDPR Policy.

In accordance with the UK GDPR, the school does not store personal data indefinitely; data is stored only for as long as necessary to complete the task for which it was originally collected.

Will my information be shared?

The Lux Mundi Trust will not share information about you with any third party without your consent, unless the law or our policies allow us to do so.

Where it is legally required, or necessary (and it complies with Data Protection law), we may share personal information about you with:

- Your employer



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Suppliers and service providers – to enable them to provide the service we have contracted them for

Police forces, courts

What are your rights?

Visitors have the following rights regarding the processing of their personal data.

You have the right to:

- Be informed about how the school uses your personal data.
- Request access to the personal data that Seven Mills Primary School holds.
- Request that your personal data be amended if it is inaccurate or incomplete.
- Request that your personal data be erased where there is no compelling reason for its continued processing.
- Request that the processing of your data be restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about how The Lux Mundi Trust is collecting or using your personal data, you can raise it with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9 am-5 pm.

Where can you find out more information?

The School's Data Protection Officer can be contacted at dpo@specialistredactionservice.co.uk