



The Stonebridge School

Privacy Notice for Visitors

September 2026

'Learning for Life'

The Stonebridge School

Shakespeare Avenue, London NW10 8NG

Telephone: 020 8965 6965

Email: admin@stonebridge.brent.sch.uk

Data controller: The Stonebridge School

Data Protection Officer: Veren Vaja – admin@stonebridge.brent.sch.uk

Who this notice is for: visitors to the school site

1. Introduction

This notice explains how we collect, store and use personal data about visitors to The Stonebridge School.

2. The personal data we hold

- name and contact details where required
- organisation or company, purpose of visit, arrival and departure times
- vehicle registration where recorded
- identity or safeguarding information needed to manage site access safely
- access or health information you choose to provide where relevant
- visitor photographs or identification images where used
- CCTV images captured on the school site
- information about use of school IT systems or devices where applicable

3. Why we use this data

- identify visitors and manage access to the site
- keep pupils, staff and visitors safe
- maintain appropriate visitor and safeguarding records
- provide access arrangements
- protect school systems and premises
- meet legal and safeguarding obligations

3.1 Filtering and monitoring

Where you use school information and communication systems, equipment or facilities, we may filter and monitor use to meet safeguarding, cyber security, health and safety and other legal obligations; to enforce school policies; and to protect our networks and devices.

3.2 Automated decision-making and profiling

We do not currently make significant decisions about individuals solely by automated means. If this changes, we will update this notice and explain the relevant rights.

4. Our lawful basis for using this data

We only use personal data where UK data protection law allows us to do so. Depending on the purpose, our lawful bases may include:

- legal obligation – where we need to comply with the law

- public task – where processing is necessary for us to carry out our official functions as a maintained school
- consent – where we have asked for and received clear consent
- vital interests – where processing is necessary to protect someone's life

Where we use special category data, we also identify an additional condition under UK data protection law. This may include substantial public interest, employment and social protection law, health or social care, vital interests, legal claims or explicit consent, as appropriate. Criminal offence data is only processed where a lawful basis and an appropriate legal condition apply.

5. Collecting this data

Most visitor information is collected directly from you. We may also receive relevant information from your organisation, Brent Council, another school, a government agency or the police where lawful.

6. How we store this data

We keep personal information about visitors only for as long as it is needed for the purpose for which it was collected, or for as long as we are required to keep it by law. Retention periods are set out in the school's records retention arrangements.

We use appropriate organisational and technical security measures to protect personal information from accidental loss, unauthorised access, alteration or disclosure. When information is no longer required, it is securely deleted or destroyed.

7. Who we share data with

We do not share personal information without a lawful reason. Where required or permitted by law, or where necessary to provide school services, we may share information with:

- Brent Council
- government departments or agencies where required
- Ofsted and other regulators where required
- security, visitor-management, IT and other contracted service providers
- health or social care organisations where necessary
- police, courts or tribunals where required or permitted by law

7.2 International transfers

Some suppliers may store or process personal data outside the UK. Where this happens, we ensure that the transfer is made in accordance with UK data protection law and that an appropriate safeguard or UK adequacy regulation applies.

8. Your rights

- the right to be informed about how we use personal data
- the right of access to personal data we hold
- the right to have inaccurate or incomplete data corrected
- in certain circumstances, the right to erasure or restriction of processing
- in certain circumstances, the right to object to processing
- the right to withdraw consent where consent is the lawful basis
- rights relating to automated decision-making and profiling, where applicable

- the right to complain to the Information Commissioner's Office (ICO)

To exercise a data protection right, contact Veren Vaja, Data Protection Officer, at admin@stonebridge.brent.sch.uk or write to The Stonebridge School, Shakespeare Avenue, London NW10 8NG.

9. Complaints

If you have a concern about how we use personal information, please contact our Data Protection Officer, Veren Vaja, at admin@stonebridge.brent.sch.uk. We will acknowledge a data protection complaint within 30 days and will respond without undue delay.

You also have the right to complain to the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113 or at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

10. Contact us

For questions about this privacy notice or the way we use personal data, contact Veren Vaja, Data Protection Officer, via admin@stonebridge.brent.sch.uk, 020 8965 6965, or by writing to The Stonebridge School, Shakespeare Avenue, London NW10 8NG.

This notice is reviewed at least annually and whenever there is a significant change to the way we process personal data.