



Lever Edge Primary Academy

Lever Edge Lane, Bolton, BL3 3HP
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Website: www.leveredgeprimaryacademy.co.uk

Head Teacher: Mrs K James
Deputy Head Teacher: Mrs M Tipping
Assistant Head: Mrs C Wootton
School Business Manager: Mrs C Concannon



September 2022

Dear Visitors and Contractors

The categories of information that we collect, process, hold and share include:

- Contractors – Company name, your name, contact telephone number (if required), and in certain circumstances you will be required to provide visual proof of your ID e.g. passport, work ID badge or driving licence etc.
- Visitors – Your name, company name and address (if applicable) and in certain circumstances, you will be required to provide visual proof of your ID e.g. passport, work ID badge, driving licence etc.

Why We Collect and Use This Information

We use this data for the recording and controlling access to the school site and security.

Collecting This Information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing This Information

We hold signing in data for up to six years, in line with the Information and Records Management Society Retention Guidelines.

Who We Share this information with

We would only share this information if the law required us to do so.

Data Collection Requirements

The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information.

Requesting Access to Your Personal Data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Data Protection Officer.



You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact:-

Mrs Kelly James (Head Teacher and Data Protection Officer)
Lever Edge Primary Academy
Lever Edge Lane
Bolton
BL3 3HP

If you cannot access the websites referred to above, please contact the LA on:-

Information Management Unit,
Department of People, Bolton Council
1st Floor, Town Hall, Bolton, BL1 1UA
website: www.bolton.gov.uk
email: ec.imu@bolton.gov.uk

