

## Visitors, CCTV, and general processing

### Sign-in books

Individual's (parents, family members, social workers, contractors etc.) regularly visit our sites. Upon entering any of our sites you will be required to sign into a visitor book (which may be electronic or in paper form). The only personal information you will be required to give will be your name, however, if you parking your vehicle on-site then you will also be required to provide your vehicle registration number.

**Paper records.** Sign in sheets ensure the confidentiality of visitors by the inclusion of a security sheet to restrict viewing of previous visitors.

Previous sheets will be removed at the end of the day and held securely for a maximum 12 month period. These may be used for internal audit and/or investigation purposes only, after which they will be securely destroyed.

**Electronic records.** When you sign in electronically the InVentry system will take a photograph of you, and you will register your name and car registration (if applicable).

These details will be automatically retained and remembered by the InVentry system for a period of 30 days. You will be informed via the InVentry system at sign in, of the storage of your personal information. If you do not want the InVentry system to store your personal information you can inform reception staff who will make alternative arrangements for your sign in.

Currently InVentry is only at our Percy Hedley School site. For more information about InVentry go to: <https://inventry.co.uk/>

The InVentry console at Percy Hedley School will retain all sign in information for a maximum 12 month period. These may be used for internal audit and/or investigation purposes only, after which they will be deleted.

### CCTV

CCTV covers some of our sites; these currently include Able 2 day services at Forest Hall, Chipchase House residential at Forest Hall, Bradbury View residential at Killingworth and our at swimming pool reception within Percy Hedley School at Killingworth for the *purpose of safety and crime prevention*.

If you visit any of these sites, your image will be processed, and footage may be monitored in line with the purpose as stated above.

Images will be retained for up to 6 weeks before being automatically deleted.

### General processing

For any parent/guardian, visitor, or third parties who deal with the Percy Hedley Foundation we may also retain some information relating to you, for instance, your contact details, records of telephone calls, email communications and/or letters received.

As the data controller our legal basis for processing this information where necessary will be **legitimate interests** (Article 6 (f) GDPR), this includes being able to:

- monitor external visitors to our premises to help assist any potential safeguarding incidents,
- monitor CCTV images in the event of an incident or crime,

- maintain and administer relevant records and systems, ensuring records are accurate and kept up to date,
- to enable us to communicate with you and to fulfil your request for information or services appropriate to your needs to monitor and improve our performance in responding to your request
- to process financial transactions
- to plan and coordinate events
- to ensure we meet any legal obligations

In all cases, we balance our legitimate interests against your rights as an individual and make sure we only use your personal information in a way or for a purpose that you would reasonably expect in accordance with this Privacy Notice.

Information will only be retained for as long as is necessary, in line with our Data Retention policy. Please see individual service areas for specific periods.