



## **Privacy Notice – Guest WiFi Users**

This Privacy Notice for Guest WiFi Users explains how and why we store personal information about those who use the guest WiFi at our school. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR). Our ICO registration number is Z7419400.

Our legal basis for collecting this information is under Article 6(b) of the UK GDPR – Performance of a Contract.

This data is shared with our guest WiFi and network provider in order to perform the service of providing the guest WiFi. It is not shared with any other third party unless legally required and is retained securely by the school in line with our retention schedule. Please see our Data Protection Policy and Records Management / Data Retention Policy for further information. These are available on our website or on request from the school office.

Full information is available in our Privacy Notice (How We Use Guest WiFi User Information) which can be obtained on request.

## **Privacy Notice (How We Use Guest WiFi User Information)**

This Privacy Notice for Guest WiFi Users explains how and why we store personal information about those who access our Guest WiFi. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR). Our ICO registration number is Z7419400.

Under the UK General Data Protection Regulation (UK GDPR), the legal basis we rely on for processing personal information for these purposes are:

(6b) Performance of a Contract: the processing is necessary for the performance of a contract to which the data subject is party.

The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation.

### **Storing Guest WiFi User Information**

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see our Data Protection Policy and our Records Management / Data Retention by visiting [www.highweekprimary.co.uk](http://www.highweekprimary.co.uk)

### **Who We share Guest WiFi User Information With**

We share Guest WiFi User information with our guest WiFi and network provider in order to perform the service of providing the guest WiFi. We do not share Guest WiFi User information with any other third parties unless we are legally required to do so.

### **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 Mrs T Lowe on [tlowe@highweekprimary.co.uk](mailto:tlowe@highweekprimary.co.uk) or our Data Protection Officer, SchoolPro TLC Ltd at [DPO@schoolpro.uk](mailto:DPO@schoolpro.uk).

Depending on the lawful basis used for processing data (as identified above), you may also have the right to:

- have your personal data rectified if it is inaccurate or incomplete;
- request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics; or
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

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 our Data Protection Officer which is SchoolPro TLC Ltd via [DPO@schoolpro.uk](mailto:DPO@schoolpro.uk). You can also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **Last Updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated September 2024.

## **Contact**

If you would like to discuss anything in this privacy notice, please contact: Mrs T Lowe on [tlowe@highweekprimary.co.uk](mailto:tlowe@highweekprimary.co.uk) or our Data Protection Officer, SchoolPro TLC Ltd at [DPO@schoolpro.uk](mailto:DPO@schoolpro.uk).