

'They will soar on wings like eagles ...'
Isaiah 40:31

collaborate | enrich | trust | innovate | aspire | nurture



Multi Academy Trust Policy

Common Trust Policy, Use as Published

Privacy Notice for Visitors and Volunteers

Date adopted by Trust Board: 23/05/2018

Date of Review: March 2026

Date of next Review: March 2028

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This privacy notice explains how Aquila, The Diocese of Canterbury Academies Trust collects, stores and uses personal information about visitors and volunteers who attend or support activities within our schools.

Under UK data protection law (UK GDPR and the Data Protection Act 2018) individuals have the right to be informed about how their personal data is used.

1. Who We Are

Aquila, The Diocese of Canterbury Academies Trust is the data controller for personal information processed by schools within the Trust.

The Trust is registered with the Information Commissioner's Office (ICO) as a data controller.

Aquila, The Diocese of Canterbury Academies Trust
Suites 19 & 20 Motis Business Centre
Cheriton High Street
Folkestone
Kent CT19 4QJ

The Trust has appointed a Data Protection Officer (DPO) who oversees compliance with data protection legislation.

Data Protection Officer

Tracey Howard

Email: DPO@aquilatrust.co.uk

Telephone: 01303 905103

Individual schools within the Trust also have a Data Protection Representative who manages day-to-day data protection matters locally.

2. The Personal Data We Hold

We collect personal information about visitors and volunteers to ensure the safety and security of pupils, staff and visitors.

This may include:

Personal details

- Name
- Contact details

Visit information

- Organisation or company name (if applicable)
- Purpose of the visit
- Arrival and departure times
- Vehicle registration number where applicable

Safeguarding checks (for volunteers)

- Disclosure and Barring Service (DBS) information where required

Images and recordings

- Photographs for identification purposes
- CCTV images captured on school premises

We may also collect information about access requirements where necessary to support visitors and volunteers.

3. Why We Use This Data

We use personal information about visitors and volunteers in order to:

- identify individuals on school premises
- maintain records of visits

- safeguard pupils and staff
- manage volunteer activities
- provide appropriate access arrangements where required

4. Our Lawful Basis for Using This Data

Under UK data protection law we process personal data where:

- it is necessary for legal obligations
- it is necessary for a task carried out in the public interest (such as safeguarding pupils)
- it is necessary to protect the vital interests of individuals on school premises

5. Collecting This Data

Most visitor information is collected directly from individuals when they sign in at reception or register as volunteers.

Some information may also be collected through safeguarding processes such as DBS checks.

6. How We Store This Data

Visitor and volunteer information is stored securely in accordance with the Aquila Data Retention Policy. Records of visits may be retained for a limited period to support safeguarding and security procedures. When information is no longer required, it is securely deleted or destroyed.

7. Who We Share Data With

We do not share visitor or volunteer information unless the law allows us to do so.

We may share information with:

- safeguarding authorities where required
- law enforcement agencies where necessary
- organisations providing security or visitor management systems to the Trust

These organisations process personal data under strict contractual controls.

International Data Transfers

Where personal data is transferred outside the UK, we ensure appropriate safeguards are in place in accordance with UK data protection law.

8. Your Rights

Under UK data protection law individuals have rights including:

- the right to access personal data held about them
- the right to request correction of inaccurate information
- the right to request deletion in certain circumstances
- the right to object to processing

9. Complaints

If you have concerns about how personal information is used, please contact the Trust's Data Protection Officer.

You may also complain to the Information Commissioner's Office (ICO):

<https://ico.org.uk/concerns>

Telephone: 0303 123 1113

10. Contact Us

For questions about this privacy notice please contact:

If you have any questions about this privacy notice or how personal data is processed, please contact:

Tracey Howard, DPO@aquilatrust.co.uk

