

## **Privacy notice – Doorbell entry system**

### **Why do we need to collect personal data**

An image is captured when the buzzer on the doorbell entry system is pressed. This is to allow the school office to identify the visitor and allow access.

### **What will it be used for**

The image is viewed on a screen in the school office. The image is captured and saved for viewing if, for example, the buzzer was not answered and the school needed to see who had been requesting access to the school grounds.

### **How long will we keep it**

Images are saved by the doorbell entry system (Paxton) and the school office delete the images weekly.

### **How will we store it**

Images are stored by the doorbell entry system (Paxton) and can only be viewed on the entry system handset in the school office.

### **Will it be shared with others**

The images will not be shared.

### **Your data protection rights**

For more information about how data is collected, stored, used, and protected, please see our data protection policy which can be found on our website:

<https://www.stmarysnewmills.srscmat.co.uk/>

You will find details about your rights and how to access data we hold, and what to do if you are not satisfied or wish to complain.