Data Protection Policy for Sign In App

Reviewed Annually – Latest Review Autumn Term 2026

1. Introduction

This Data Protection Policy outlines how St Margaret's Academy uses Sign In App to manage visitor sign-ins, staff sign-ins, pupil arriving after registration and before end of school day and occasionally monitor staff attendance. The policy ensures compliance with the **UK General Data Protection Regulation (UK GDPR)**, the **Data Protection Act 2018 (DPA 2018)**, and the **Data (Use and Access) Act 2025 (DUAA)**

2. Scope

This policy applies to all employees, contractors, and visitors whose personal data is processed through Sign In App.

3. Purpose of Processing

Sign In App is used to:

- Manage visitor sign-ins for security and compliance.
- Maintain accurate visitor logs for emergency evacuation.
- Occasionally monitor staff attendance for operational and compliance purposes.

4. Data Collected

Visitors: Name, contact details, visit date/time, host name, optional photo.

Staff: Name, staff ID, department, attendance timestamps, optional photo.

Pupils: Name, and reg group.

5. Legal Basis for Processing

Visitors: Article 6(1)(f) – Legitimate Interest; Article 6(1)(a) – Consent for optional data.

Staff: Article 6(1)(b) – Contractual Obligation; Article 6(1)(f) – Legitimate Interest.

6. Data Retention

Visitor data is retained for current plus 6 years in line with company policy.

Staff attendance data is retained for 6 years in compliance with employment law and GDPR Article 5(1)(e).

Pupils: 3 years.

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7. Data Storage & Security

• Data stored securely in Sign In App cloud servers.

• Encryption in transit and at rest (GDPR Article 32).

• Access restricted to authorised personnel only.

• Regular security audits and breach notification procedures (GDPR Articles 33 & 34).

8. Data Sharing

Data is not shared with third parties except emergency services or regulatory authorities when legally required.

Compliance with GDPR Article 28 – Processor Obligations.

9. Transparency & Employee Rights

Employees and visitors are informed about:

• Purpose of data collection.

• How data will be used and retained.

• Their rights under GDPR, including access, rectification, erasure, and withdrawal of consent.

10. Data Subject Rights

GDPR Articles 15–17: Right of access, rectification, erasure.

GDPR Article 7: Right to withdraw consent for optional data.

11. Organizational Responsibilities

• Data Protection Officer (DPO) oversees compliance.

• HR ensures staff data is processed lawfully.

• IT ensures technical security measures are implemented.

12. Policy Review

This policy will be reviewed annually or when significant changes occur in processing activities.

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