

Privacy Notice – Visitors

1. Declaration

- Accrington and Rossendale College is the data controller of your personal data and is subject to the General Data Protection Regulation (the "GDPR").
- This Privacy Notice explains how Accrington and Rossendale College collects and use your personal data
- If you are asked to provide information to us, it will only be used in the ways described in this Privacy Notice.
- If you have any questions about this policy, please e-mail dpo@accross.ac.uk

2. Where do we get your personal data from?

We collect data about you when

- you visit the college campus
- you provide data to us when you
 - register and / or attend a college event,
 - enquire and /or apply / enroll on a course or to use one or more of our commercial services including Roots Restaurant, Seasons or Gym.
- Data is further collected or updated through
 - management of your contract or relationship with us
 - when you communicate with us and
 - when you interact with our facilities and through our service management systems.

3. What type of data do we collect?

3.1. Access Control System – If you are issued with an ID card we will collect the following information:

- Visitors – Name, company name and address, contact telephone number and in certain circumstances a passport size photograph and security notes (special instructions and access restrictions) and times swiped in and out of the building.
- Contractors – Company name, your name and address, contact telephone number, and in certain circumstances a passport size photograph and security notes (special instructions and access restrictions) and times swiped in and out of the building.

3.2. CCTV - Will take images of people around the campus

Closed Circuit Television (CCTV) is installed at strategic locations to provide a safe and secure learning environment in all buildings as a part of the college's commitment to safety, security and crime prevention.

3.3. Car Parking Registration

We may collect and retain your personal data when you register your vehicle details for parking purposes. We may collect your name, telephone number, and vehicle registration number.

3.4. Visitors Register

We maintain a register of visitors and contractors to the college campus. For this register, we may collect and keep your personal data such as names, company/institution details, telephone number, vehicle registration details, name of college contact.

3.5. Customer Databases

When you make contact with one of the college services including Roots restaurant, Seasons and sports facilities we may collect some or all of the following details:

- Contact - name, staff/student number, addresses, telephone numbers, email address etc.
- Administrative - enquiry and correspondence records, application records etc.
- Financial - banking or payment card details, salary deduction/payroll number
- Sensitive Personal Data - Data concerning your health and fitness.
- Third Party - Emergency contact information
- Photos and video - event participation

3.6. Accidents and Incidents Reporting

The College will collect personal data from the injured party or person suffering from ill health, such as, Name, Address, Age, next of kin, details of the incident to include any relevant medical history. The data is collected as the College has a legal duty to document workplace incidents/accidents and to report certain types of accidents, injuries and dangerous occurrences arising out of its work activity to the relevant enforcing authority.

4. How do we use your personal data?

- We have a legitimate interest in using your personal data:
 - to interact with you to manage and operate the college effectively and to ensure that the College is safe and secure for all persons visiting;
 - to be able to do so, we need to understand details of who is visiting the College campus and in the various building and car parks and to be able to communicate with them.
 - Where we are required by law to hold certain records, then we collect and hold those records to comply with that legal obligation.
 - To monitor and evaluate our performance and effectiveness
 - To maintain and improve our facilities and the services available;
 - To process the recovery of any money you owe to us.
 - To seek advice on our rights and obligations, such as where we require legal advice;
- We may also use your personal data for the performance of our contract with you or in the case of an enquirer / applicants, “in order to take steps prior to entering into a contract”.
 - To respond to your enquiries and / or application / enrolment to a college course, to use a non-curriculum services, to attend an event and to deal with any ongoing concerns or enquiries you have.
 - To provide you with access to our events, facilities, services and activities;
 - To process payment of your membership or participation fees;
 - To provide you with information about new and ongoing events, facilities, services and activities such as cancellation of sessions, closures or other relevant communications.

5. Who do we share your personal data with?

We may disclose your personal information for legitimate purposes in the following circumstances to:

- our staff, agents and contractors/ agents and professional advisers where there is a legitimate reason for their receiving the information
- a newly formed or acquiring organization if the College is involved in a merger or transfer of some or all of its business;
- any recipient, if we are required to do so, such as by applicable court order or law;
- With emergency services or your emergency contact where there is a vital interest.
- With the police or law enforcement agency if requested for the prevention or detection of crime.
- With your parent/guardian if you are between the ages of 5 - 13.
- The Health and Safety Executive.
- External auditors, insurance providers or appointed legal representation

6. International Transfers

We do not transfer any of your personal data to countries outside the European Economic Area.

7. Changes to your personal data

Please tell us promptly about any changes to the information we hold about you. This is particularly important for your contact details.

8. How we secure your personal information

We take precautions to protect personal information from loss, misuse, and unauthorised access, disclosure, alteration, and destruction. We have taken appropriate technical and organizational measures to protect the information systems on which your personal information is stored and we require our suppliers and service providers to protect your personal information by contractual means.

9. How long your information is kept

Subject to any other notices that we may provide to you, we may retain your personal data for a period of six years after your association with us has come to an end.

10. Your rights

You have the right to complain to the Information Commissioner's Office about the way in which we process your personal data. You also have the following rights:

- to obtain access to, and copies of, the personal data that we hold about you;
- to require that we cease processing your personal data if the processing is causing you damage or distress;
- to require us not to send you marketing communications.
- to require us to correct the personal data we hold about you if it is incorrect;
- to require us to erase your personal data;
- to require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

We respect your right to object to any uses or disclosures of your personal information that are not

- (i) required by law
- (ii) necessary for the fulfilment of a contractual obligation
- (iii) required to meet a legitimate need of Accrington and Rossendale College

If you do object, we will work with you to find a reasonable accommodation.

11. Contact us

If you have any queries about this privacy notice or how we process your personal data, you can contact our Data Protection Officer by email: dpo@accross.ac.uk; by telephone on 10254 389933; or by post: Data Protection Officer, Accrington and Rossendale College, Broadoak Road, Accrington, BB5 2AW

DRAFT