



Privacy Notice for: Visitors

This Privacy Notice is about how we use your personal information.

This notice applies to individuals who are external to the College visiting any of our sites.

This notice is to inform visitors who attend our sites on an ad-hoc basis or as part of a long term agreement.

CCTV surveillance is in operation across all our College sites.

What would you like to know about?

- why we are collecting your data
- the information that you give us;
- the uses made of your personal information;
- the legal basis on which we collect and use your personal information;
- how long we keep your personal information;
- how we share your personal information;

Why we are collecting your data

The College processes your personal data for the purposes of site security.

The information that you give us

We will only collect the personal data from you that we need for your visit to College, namely:

- First Name and Surname
- Organisation/Company Name
- Photo
- Vehicle Registration

When you sign in at one of our sites, we record the information you provide in our visitor system.

The uses made of your personal information

The College will only use the personal information we collect for the purpose for which we collected it, namely to record your details in order to provide you with the appropriate identification whilst on site.

We do compile statistics and produce reports for the College Leadership Team showing the number of visitors we receive, but not in a form which identifies anyone. The information is anonymised.

If you do not provide all of the requested personal data then you will not be permitted access to any of the premises.

The legal basis on which we collect and use your personal information

The College processes your personal data for the purposes of the legitimate interest pursued by the controller, as per Article 6(1)(c) of the GDPR.

How long we keep your information

We will keep a record of the personal information you provide upon visiting the College within the College visitor system in line with our retention policy. It will be retained in a secure environment and access to it will be restricted according to the 'need to know' principle.

Your personal data will be retained for 6 years plus the current year.

How we share your personal information

Your personal data will not be shared externally with any other organisation, unless required by law. Internally, the following College teams will receive or have access to your data:

Team	Purpose of access	Receive / Access to data
Reception	Produce visitor ID, notify staff of arrival	Receive
Fire Marshalls	Emergency evacuation/situations	Access
Facilities team	Legal claims	Access
Safeguarding team	Safeguarding reasons	Access