

North East Surrey College of Technology Privacy Notice – Visitors to College (including contractors)

Notice about how we use your personal information

We are the data controller of personal information about you. We are: North East Surrey College of Technology (Nescot). Our address is: Reigate Road, Ewell, Surrey, KT17 3DS.

Our Data Protection Officer is Susanne Wicks. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at dataprotection@nescot.ac.uk, 0208 394 3004.

This privacy notice has been prepared in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

You have certain rights, including how to get a copy of your data, how to get it corrected or deleted, and how to complain. **These rights are set out in more detail below.**

The information we collect about you and why we collect it

As part of your visit to the College we store and use your personal details and information about your visit for the purposes of managing and operating the College.

We use CCTV at our buildings for the purposes of crime prevention, safeguarding, security and health and safety and, accordingly, will capture imagery of visitors to the College.

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

Except in the circumstances highlighted below, we process this information on the basis of our legitimate interests:

- we have a legitimate interest in wishing to interact with you to manage and operate effectively our College and to ensure that the College is safe and secure for all persons visiting; and
- to be able to do so, we need to understand details of who is in the building 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.

How long we keep your personal information

- CCTV footage is retained for 30 days (unless it is required as part of a criminal investigation).
- Visitor records are retained for up to one year (unless required as part of a criminal investigation).
- For on-site contractors, where we issue a permanent photo ID, we retain personal details and image for the period of the contract.

How we share your personal information

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

- We share information with the local police force, emergency services and the Health & Safety Executive (HSE) in the case of an incident.

How we transfer your personal information outside Europe

We do not store or transfer your personal data outside Europe.

Automated decisions we make about you

We do not make automated decisions using this information.

Data Security

- Personal information in the form of paper records are kept in a locked filing cabinet, drawer or other secured area.

- Personal information in the form of electronic records are kept on firewall protected servers and accessed through password protected systems.

Your rights over your personal information

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information. Our data subject access request form is available [online](#).
- the right to ask us to correct any errors in your personal information. Our Change of Details form is available [online](#).
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

Changes to our Privacy Policy

We keep our privacy policy under regular review and will update it from time to time to make sure it remains up-to-date and accurate.