

Privacy Notice - Visitors

1. Introduction

- 1.1. This document sets out the personal data the college collects and processes about visitors to the college, including the purpose and legal basis for the processing, any data sharing requirements and the rights of data subjects.
- 1.2. It is part of a suite of privacy notices published by the college and should be read in conjunction with the college's data protection policy and procedures which can be found at www.northern.ac.uk/dataprotection.

2. Scope

- 2.1. This notice applies to any visitors to the college site.

3. The Legal Framework

- 3.1. We are the data controller of the personal data we hold about you. We are The Northern College for Residential Adult Education Ltd. Our address is: Wentworth Castle, Lowe Lane, Stainborough, Nr Barnsley S75 3ET.
- 3.2. Our data protection officer is Sarah Johnson. If you have any questions about this notice or the ways in which we use your personal data, please contact our data protection officer at 01226 776005 or dpofficer@northern.ac.uk.
- 3.3. This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.
- 3.4. The college is registered as a data controller under the Data Protection Act 1998 – registration number Z6656286. This means that the purposes for which the college collects and processes personal data are notified to and registered with the Information Commissioner's Office (ICO).

4. What data we will collect from you

- 4.1. We will collect the following personal data from you when you visit the college. The table also outlines what we will do with your data and our legal basis for processing it.

Data Collected	Purpose of Processing	Legal Basis for Processing
Name, car registration number where appropriate, company and who you are visiting.	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.	Article 6 1(f) - legitimate interests

- 4.2. The data described in this notice will only be used for the purposes outlined. If the college intends to further process the data for a purpose other than that outlined we will notify you of the intention and the rights you have in relation to any further proposed processing.

5. What is the basis for our legitimate interests

- 5.1. Contact details - we have a legitimate interest in wishing to interact with you to manage and operate our college effectively and to ensure that the college is safe and secure for everyone

visiting. 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.

6. How we will store and secure your data

- 6.1. All the above data is held electronically in a password protected database which is accessed by authorised college staff only.
- 6.2. The college does not use any third party data processors to undertake any processing of this data on their behalf.

5. CCTV

- 5.1. We use CCTV at our site for the purposes of crime prevention, security and health and safety and, accordingly, will capture imagery of visitors to the college.
- 5.2. We have a CCTV code of practice which can be found at www.northern.ac.uk/dataprotection which enables us to ensure that the data captured is managed securely and appropriately, and that it is only accessed by authorised staff for specified purposes.

6. Who do we share your data with

- 6.1. We do not share your data with any other organisations.

7. Do we transfer your data outside Europe

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

8. Is your data used to make any automated decisions

- 8.1. We do not make automated decisions using your data.

9. How long will we keep your data

- 9.1. We will not keep your personal data for longer than we need it for the purposes we have explained above.
- 9.2. We will keep your personal data in line with our data retention schedule which can be found at www.northern.ac.uk/dataprotection.

10. What rights do you have over your data

- 10.1. You have a number of rights over your personal data, which are:

- 10.1.1. 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/>);
- 10.1.2. the right to ask us what personal data we are holding about you and to have access to a copy of your personal data;
- 10.1.3. the right to ask us to correct any errors in your personal data;
- 10.1.4. the right, in certain circumstances such as where our use of your personal data is based on your consent and we have no other legal basis to use your personal data, to ask us to delete your personal data;
- 10.1.5. the right, in certain circumstances such as where we no longer need your personal data, to request that we restrict the use that we are making of your personal data;
- 10.1.6. the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and

10.1.7. the right, where our use of your personal data 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 data in a structured, commonly-used, machine-readable format.

10.2. Our 'rights of individuals (data protection) protocol' sets out your rights in more detail and explains how you can exercise them.

11. Changes to this privacy notice

11.1. We keep this privacy notice under regular review. Any changes we make will be displayed on our website.

12. Who can I contact for more information

12.1. If you would like to discuss anything in this privacy notice, please contact the data protection officer.