

## **Visitor Privacy Notice**

### **Privacy Notice about how we use your personal information**

We are the data controller of personal information about you. We are: Shrewsbury Colleges Group. Our address is:

Shrewsbury Colleges Group,  
Priory Road,  
Shrewsbury,  
Shropshire.  
SY1 1RX

Our Data Protection Officer is Mark Brown, Vice Principal – Quality, Apprenticeships & Information. 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:

Shrewsbury Colleges Group,  
London Road,  
Shrewsbury,  
Shropshire.  
SY2 6PR  
dpo@scg.ac.uk  
01743 342342

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the Data Protection Act 2018.

### **A Visitor to the College**

If you are a member of the public or contractor visiting College premises the following privacy information may be of interest to you.

Please note that on occasions we may process “special categories” of information about you. This could information may include photographs and videos of you, your ethnic origin, health, or your trade union membership.

### **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. This information

## **Visitor Privacy Notice**

may include your name, car registration, contact details, your signature, and the purpose of your visit.

We use CCTV inside and outside our buildings for the purposes of crime prevention, 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**

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**

For members of the public; your personal information is stored within our manual Visitor Sign-in Record. These records are stored manually for a period of 12 months before destruction.

For contractors; your personal information is stored within our manual Contractor Sign-in Record. These records are scanned and stored electronically for a period of 60 years before destruction.

### **How we share your personal information**

We do not share your personal information with any third party.

### **How we transfer your personal information outside Europe**

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

### **Automated decisions we take about you**

We do not make automated decisions using this information.

## **Visitor Privacy Notice**

### **YOUR RIGHTS**

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;
- the right to ask us to correct any errors in your personal information;
- 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 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.