



Weston College **Group**

Privacy Notice for Visitors

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Change Control

Version:	2.0
Date approved by CLB:	12/11/2021
Date approved by Corporation:	N/a – authority for the approval of operational policy delegated to CLB
Name and title of policy holder:	Matt Beaver – Head of IT
Date issued:	12/11/2021
Review date:	October 2023

Version	Type	Date	History
1.0	New	01/03/2021	N/a – new policy
2.0	Replacement	05/11/2021	Replacement policy with formatting changes and minor mods - Updated with change of DPO and 'UK-GDPR'.
2.0	Review	17/10/2022	No changes required – Next review October 2023

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1 PURPOSE

- 1.1 Under data protection law, individuals have a right to be informed about how the College Group uses any personal information that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal information.
- 1.2 We aim to always provide clear information about the personal information we are using and why we are using it. If anything is unclear, or if you have any concerns then please contact data.protection@weston.ac.uk
- 1.3 Our Privacy Policy details how we process data generally may be found on www.weston.ac.uk/dataprivacy.
- 1.4 Weston College is the 'data controller' for data protection law.
- 1.5 Our Data Protection Officer is Dr Darran George see the CONTACTS & COMPLAINTS section for more information

2 SCOPE

- 2.1 This Privacy Notice covers personal information collected, stored and processed concerning Weston College Group Visitors
- 2.2 We have produced several separate privacy notices all will be available from www.weston.ac.uk/dataprivacy.
- 2.3 We will explain to you whether there is a requirement to provide certain information to us, or whether you have a choice in doing so.

3 PERSONAL INFORMATION WE HOLD

- 3.1 As a visitor to Weston College Group, we process personal information (which may identify you as an individual) to comply with the law, manage our working relationship and ensure the smooth running of our organisation.
- 3.2 Appendix A contains examples of personal information that we may collect, process, store and shares about our visitors

4 WHY DO WE USE THIS DATA

- 4.1 The purpose of processing this data is to ensure we have a record of who is on our premises to meet our health and safety & safeguarding obligations, to contact you in an emergency, to protect our property and if you consent to advise you of and to improve our goods, services & events.
- 4.2 Our use of Visitors personal information follows Article 6(1)(b) of the UK General Data Protection Regulation (UK GDPR).
- 4.3 Appendix B contains examples of the purposes we process personal information about our visitors

5 HOW WE STORE THIS DATA

- 5.1 Personal information we collect when you visit the Weston College Group is stored securely in line with our Information Security Policy

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- 5.2 We will securely delete Visitors personal information as soon as we no longer have a reason to retain it in line with our Asset Retention Policy

6 SHARING PERSONAL INFORMATION

- 6.1 We will never sell Visitors personal information to other organisations.
- 6.2 We do not share Visitors personal information with any third party unless it complies with the data protection law
- 6.3 Appendix C contains examples of some third party organisations with who we may share our Visitors personal information.

7 INTERNATIONAL TRANSFER OF PERSONAL INFORMATION

- 7.1 All visitors personal information is stored within the UK and European Economic Area
- 7.2 Where we transfer personal information to a country or territory outside the UK and European Economic Area, we will do so following data protection law and ensure that we have sufficient safeguards in place.

8 REQUESTING ACCESS TO YOUR PERSONAL INFORMATION

- 8.1 Individuals have the right to request access to information about them that we hold. This is known as making a 'Subject Access Request' (SAR). If you make a subject access request, and if we hold information about you, we will:
- Give you a description of it
 - Tell you why we are holding and processing it, and how long we will keep it for
 - Explain where we got it from, if not from you
 - Tell you who it has been, or will be, shared with
 - Let you know whether any automated decision-making is being applied to the information and any consequences of this
 - Give you a copy of the information in an intelligible form within a month, unless an extension is necessary on the ground of the complexity of the request
- 8.2 You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact data.protection@weston.ac.uk.

9 OTHER RIGHTS

- 9.1 Under data protection law, individuals have certain rights regarding how their personal information is used and kept safe. You have the right to:
- To request to have personal information rectified, if you believe that it is inaccurate or incomplete.
 - To request the deletion or removal of personal information where there is no compelling reason for its continued processing.
 - To restrict our processing of personal information (i.e. permitting its storage but no further processing) under certain circumstances.

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- To object to processing if we are processing your information as part of our public tasks, or based on our legitimate business interests, in which case we will consider your objection, and balance this against our need to process the information.
- To object to direct marketing (including profiling) and processing for scientific/historical research and statistics.
- To withdraw your consent to the processing of your information
- To have personal information, which you have provided, transmitted electronically to another organisation in certain circumstances.
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect - unless you have agreed or in other limited circumstances.
- A right to seek redress, either through the ICO or through the courts

10 CONTACTS & COMPLAINTS

- 10.1 We take any complaints about our collection and use of personal information very seriously.
- 10.2 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please use the contact details below to let us know
- 10.3 If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please use the contact information below

Address : Dr Darran George
Data Protection Officer
Weston College
Knightstone Campus
Weston-super-Mare
BS23 2AL

Email : data.protection@weston.ac.uk
Telephone : 01934 411411

- 10.4 You can also complain to the ICO if you are unhappy with how we have used your data, but they would generally expect you to have raised the issue with us first. The ICO's address:

Address : Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone : 0303 123 1113
ICO website : <https://www.ico.org.uk>

11 TERMS & DEFINITIONS

DPA: - Data Protection Act 2018 – Law that controls how your personal information is used by organisations, businesses or the government

UK-GDPR: - UK General Data Protection Regulation 2018 - a legal framework that sets guidelines for the collection and processing of personal information from individuals who live in the UK and the European Union (EU)

ICO: - Information Commissioner Office - The ICO is the UK's independent body set up to uphold information rights. Find out more about our organisation and structure.

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SAR: - Subject Access Request – Individuals have the right to request a copy of any information

12 COMPLIANCE MONITORING & REVIEW

- 12.1 This document will be reviewed annually by the Weston College Group's Data Privacy Management Group (DPMG)
- 12.2 The Weston College Group's Data Privacy Management Group (DPMG) is responsible for the management of this document reporting to the College Leadership Board & the Governing Body.
- 12.3 This policy will be maintained as part of the Information Security Management System (ISMS) as part of the College ISO 27001 certification

13 RELATED LEGISLATION AND DOCUMENTS

13.1 Legislation

- Data Protection Act 2018
- UK General Data Protection Regulation 2020
- Privacy and Electronic Communications Regulations (PECR) 2003

13.2 WCG Policies:

- Data Protection Policy
- Freedom of Information Policy
- Information Security Policy
- Record of Processing Activities

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APPENDIX A – EXAMPLES OF PERSONAL INFORMATION WE COLLECT

This is a non-exhaustive list of the types of personal information which we collect about our visitors

- Basic identifiers
- Contact details
- CCTV footage
- Video / Photographs which may identify you taken at College events

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APPENDIX B – EXAMPLES OF WHY WE PROCESS PERSONAL INFORMATION

This is a non-exhaustive list of the purposes for which we process the personal information of our visitors

- To safeguarding individuals and property
- To take payments for our goods, services & events
- To help improve our goods, services & events
- To keep you informed of our goods, services & events
- To investigate complaints
- To meet any legal or regulatory obligations

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APPENDIX C – EXAMPLES OF WHO WE SHARE PERSONAL INFORMATION WITH

This is a non-exhaustive list of who we share personal information of our visitors with:

Shared With	Purpose
Local Authorities / Statutory Bodies	To meet our legal obligations or to safeguard individuals or property
Insurance / Legal Representatives	To investigate an insurance claim or to obtain legal advice
Suppliers and Service Providers	If a subcontractor requires your information in the delivery of goods, services or events to you
Social Media / Press	If College services or events are being filmed your image maybe included