

West Kent and Ashford College

Visitor Privacy Notice

2017/2018

Version	1	2	3	4	5	6	7
Date	06 18						
Author	CC						
Authorised By							
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Purpose

This Notice explains how we will collect and use your personal data as a visitor to West Kent College and Ashford College. We are the data controller for personal data that we process about you.

Throughout this Notice, "College" "we", "our" and "us" refers to the West Kent and Ashford College and "you" and "your" refers to those who visit the College.

We process your personal data in accordance with the General Data Protection Regulation (GDPR for short).

Anything you are not clear about

If there is anything you are unclear about, please contact our Data Protection Officer, who shall be happy to answer any queries you may have concerning this Notice or the way in which we process your personal data.

The Data Protection Officer's contact details are provided at the end of this Notice.

Where does the College get your personal data from?

We obtain personal data about you from the following sources:

- from you when you provide your contact details when you arrive on site at reception
- when you are expected to arrive and details have been passed on to the Customer Service team to manage your arrival in reception.

The purposes for which we process your personal data, the legal basis for that processing and retention

We process your personal data to administrate your time on site for the purposes of safeguarding, security and health and safety and manage the reservation of any car parking spaces.

Closed Circuit Television (CCTV) is installed at strategic locations to provide a safe and secure learning environment in all buildings and around our sites as a part of the College's commitment to community safety, security and crime prevention.

In the case of any accidents or incidents on site, the College will collect personal data from the injured party or person suffering from ill health, which include contact details and any relevant medical history. We do this as part of our legal duty to record workplace incidents/accidents and report to the relevant authority, where appropriate. We also retain this data for a minimum of three years in the event of any claims for damages.

Area	Legal basis	Retention
Access Control – ID cards and any door access card registrations	Legitimate interests	
CCTV	Legitimate interests	Under 30 days
Visitors register	Legitimate interests	
Accidents and incidents reporting	Legal requirement	Up to three years

Who might we share your data with?

The College will only share this data in the event of an emergency to prevent a threat to life or serious injuries such as with the emergency services, a request from the police to access CCTV footage and the College's external lawyers, insurers in respect of accidents occurring within the institution.

Security of your personal data

The security of our IT systems which process and store data are regularly reviewed in accordance with Government requirements, and assessments and checks promoted by the Information Commissioner's Office.

Data is securely deleted when it is no longer required for the purposes collected.

Your rights as a data subject

Here are your rights under GDPR. You have the right to:

- withdraw consent where that is the legal basis of our processing;
- access your personal data that we process;
- rectify inaccuracies in personal data that we hold about you;
- be forgotten, that is your details to be removed from systems that we use to process your personal data;
- restrict the processing in certain ways;
- obtain a copy of your data in a commonly used electronic form; and
- object certain processing of your personal data by us.

Please see <https://ico.org.uk/> for further information on the above rights.

You may also contact the Data Protection Officer for further information.

You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data. Please see <https://ico.org.uk/>

Concerns and contact details

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please contact our Data Protection Officer, Catherine Curtis dataprotection@hadlowgroup.ac.uk

West Kent and Ashford College
Brook Street
Tonbridge
Kent
TN9 2PW

0845 207 8220.

Our postal address for data protection issues is:

Data Protection Officer c/o Ashford College
Elwick Road
Ashford
Kent
TN23 1NN

Our data controller registration number provided by the Information Commissioner's Office **ZA0885**