

Chelmsford College Group

Personal Data Privacy Notice – Visitors & Service Providers

Manager Responsible: Director of Information Services

Version Number: 1.1

Approval Date:	16 May 2018
Approved by:	Data Protection Working Group
Minute number:	
Ratified by:	Senior Management Team
Minute number:	
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Intended Audience: <i>(Check appropriate box)</i>			
Staff:	<input checked="" type="checkbox"/>	Governors:	<input checked="" type="checkbox"/>
Students:	<input type="checkbox"/>	External:	<input checked="" type="checkbox"/>

AMENDMENT SUMMARY

<u>Version</u>	<u>Date</u>	<u>Remarks</u>
1.0	16 May 2018	Initial Publication
1.1	28 Aug 2018	Periodic Review

Age, Disability, Gender & Race Equality Statement

Age, Disability, Gender and Race Equality Impact Measures will be set and monitored through analysis of all data related to potential suspected or actual abuse of this policy.

A copy of the Equality Impact Assessment Initial Screening Form is attached as an Annex to this document

NOTICE ABOUT HOW WE USE YOUR PERSONAL INFORMATION

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

102 Moulsham Street
Chelmsford
Essex
CM2 0JQ

Our Data Protection Officer is Mark Emerson, Director of Information Services. 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@chelmsford.ac.uk.

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

This notice sets out how we may use personal information collected about you during your visit to Chelmsford College.

WHO ARE YOU?

- [A visitor to the College](#)
- [A supplier, contractor or provide of other services to the College](#)

In each case, 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.**

Additional [specific rights you have over your personal data](#) are included at the end of the document.

A VISITOR TO THE COLLEGE

What would you like to learn more about?

[the information we collect about you and why we collect it;](#)

[the legal basis on which we collect and use your personal information;](#)

[how long we keep your personal information;](#)

[how we share your personal information;](#)

[how we transfer your personal information outside Europe;](#) and

[automated decisions we take about you](#)

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, 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

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Generally, this will be for no longer than 12 months.

HOW WE SHARE YOUR PERSONAL INFORMATION

Generally, we do not share your data with any third party companies or organisations.

HOW WE TRANSFER YOUR PERSONAL INFORMATION OUTSIDE EUROPE

Generally, 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.

A SUPPLIER, CONTRACTOR OR PROVIDER OF OTHER SERVICES TO THE COLLEGE

We store and use your information for the purposes of managing our suppliers in respect of the supply of goods and services that our College may need.

What would you like to learn more about?

[the information we collect about you and why we collect it](#)

- [the legal basis on which we collect and use your personal information](#)
- [how long we keep your personal information](#)
- [how we share your personal information](#)
- [how we transfer your personal information outside Europe](#)
- [automated decisions we take about you](#)

THE INFORMATION WE COLLECT ABOUT YOU AND WHY WE COLLECT IT

In order to engage and manage our suppliers, contractors and service providers where you are one of those (or where if it is a company, you are its representative) we collect and store your contact information and, where appropriate, your bank account details.

You may also be asked to provide details of your occupation, your CV and in certain circumstances third party proof of DBS Disclosure and other checks which confirm your suitability to engage in regulated activity.

In addition, where you visit a building we will collect and process the information set out in the “visitor to our College” section above

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 engaging and managing our suppliers; and
- to be able to do so, we need to hold details of who those suppliers are.

Where we are required by law to hold certain records for health and safety purposes, then we hold those records to comply with that statutory obligation.

Where we hold your bank account details, we do so on the basis that it is necessary for us to perform our contract with you

HOW LONG WE KEEP YOUR PERSONAL INFORMATION

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

HOW WE SHARE YOUR PERSONAL INFORMATION

Organisation	Purpose
Essex Shared Services Ltd	Invoice and payment processing

HOW WE TRANSFER YOUR PERSONAL INFORMATION OUTSIDE EUROPE

Generally, 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 personal data.

YOUR RIGHTS OVER 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;
- 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 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.

Equality Impact Assessment (EIA) Initial Screening Form

Name of the Policy, Procedure, Practice or Proposal being screened:

Personal Data Privacy Notice - Staff

Provide a brief description of its purpose:

The purpose of this document is to lay out how personal data is collected, stored, processed, in some circumstances shared, and deleted.

Are there controls in place to monitor the uniform application of this practice? (if no please explain below)

Yes

~~No~~

The universal application of these processes is monitored by the Senior Management Team and the Data Protection Working Group; which includes representation from the Governing Body.

Does the policy or process have the potential to affect a particular group disproportionately in either a positive or negative way? Please provide comments with supporting evidence:

The processes are universally applied, without favour, as required by law.

If you have identified a medium or high equality impact please complete the following, otherwise leave blank. Add additional comment below the questions as necessary.

Are there any other policies or practices that need to be assessed alongside this screening?

Yes

No

Should the policy or practice proceed to a full Equality Impact Assessment?

Yes

No

If the answer to the above question is no, please give the reasons for this decision:

If a full impact assessment is required, please give the date by which it will be completed

(Note – If you have assessed a negative impact as high, you must seek advice and conduct a full EIA on a high priority basis)

Declaration:

We are satisfied that an initial screening has been carried out and a full Equality Impact Assessment [~~is~~ / is not] required at this time.

(If a full EIA is required, a template form is available within the EIA Guidance Notes which must be read before completing a full EIA).

Manager:

Signature:

M Emerson

Date:

16 May 2018

Countersigned

Signature:

A Sparks

Date:

16 May 2018