

UK General Data Protection Regulation (GDPR) August 2023: Privacy Notice for Visitors / Contractors

How we use your personal information

Purpose -

The City of Liverpool College collect and hold information when you visit or do contractual work.

We comply with the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR), including removing your personal information from our systems when it is no longer required and ensuring that all personal information supplied is held securely.

What information do we collect –

This information will include your name, contact details, job title, company (if applicable), signature, image and DBS Certificate (if applicable).

Any **special category and criminal conviction** personal information we collect from you will never be supplied to anyone outside the College without first obtaining your consent, unless required or permitted by law.

Who collects the information –

Information is collected by college staff who have had specific training in data handling and are aware of the requirements to treat personal data in a private and secure manner.

How is the information collected -

The information is collected at reception when you sign in as a visitor or contractor, you input your own information. Further information is collected via DBS checks (if applicable) via email, face-to-face or paper version.

Why do we collect the information –

We collect this information to track visitors / contractors across all sites, to register you as a visitor to our sites, to keep our premises secure, to report any incidents on our premises to the relevant authorities, to ensure that fire safety is maintained.

How do we store your information –

The College stores information about visitors on our college visitor system, hard copies and via email. Access to computerised data is restricted to the appropriate staff, and is password protected.

Who will your data be shared with –

Your data will not be shared with anyone unless the law permits us to.

We will not give information about you to anyone without your consent unless the law and our policies allow us to do so.

We do not share or transfer your data with any other country.

Your rights in relation to the data we hold –

Subject Access Request (SAR) – you may request copies of all the information the college stores relating to you. Please refer to our SAR Policy on how to proceed with this.

We will provide the data requested within one calendar month of the request.

Right to correct data – you may ask for inaccurate data held by the college to be corrected, where applicable.

Right to erasure (the right to be forgotten) – you may request the college to delete all information relating to you where the data is no longer needed for its original purpose, and the college is able to comply with this request.

Right to restrict processing – where possible, while still complying with our duties as a college, you may request that the information we store is strictly limited in use. In this circumstance we will not pass on any information to third parties other than the statutory bodies described in this document.

Right to data portability – you may ask to receive a copy of all information held by the college in a common format to allow transfer to another organisation.

Right to object – you may object to our use of certain personal data.

Right to complain – you have the right to complain if you believe that the college has used your data in a manner that has infringed your rights. This can be directly to the college in which case we will do all we can to satisfy the complaint, alternatively a complaint can be made directly to the Information Commissioners Office.

To exercise any of these rights please contact the 'Data Protection Officer' in writing using the address at the end of this document. You can also request for any of the above verbally.

To raise a concern with the Information Commissioners Office please access the following web page - <https://ico.org.uk/concerns>

Our use of CCTV -

Whilst you are using college premises, we may use CCTV Surveillance equipment to collect imagery for security purposes.

The college uses CCTV to maintain your safety and the prevention and detection of crime.

Imagery is retained in a secure environment and is only accessible by authorised personnel who have a legitimate reason to do so.

Any images recorded will be kept within the college except where disclosure is required by law, for example law enforcement agencies or in response to a subject access request.

Our legal right to process your data –

Depending on the purpose, our use of your information will be legal due to one of the following:

- To meet a legal requirement [Article 6(1)(c)]
- To protect vital interests of you or someone else [Article 6(1)(d)]
- Delivering a public task [Article 6(1)(e)]

Our responsibilities -

The College as a corporate body is the data controller under the Data Protection Act, and the Board of Governors is therefore ultimately responsible for implementation.

The designated member of the data controller who is appointed to ensure compliance with the Act and responsible for the safe use and storage of data under the GDPR is the Director of Human Resources; and appointed to deal with day-to-day matters is the Director of Information Technology

The college is registered as a data controller through the Information Commissioners Office, our registration reference is - ZA123693

Identity and Contact Details –

Data Protection Officer – Bill Harrop, HR Director.

Tel: 0151 252 3959, email bill.harrop@liv-coll.ac.uk

HR Data Protection & Information Coordinator – Samantha Dunbar

Tel: 0151 252 3223, email Samantha.dunbar@liv-coll.ac.uk