



Visitors Privacy Notice

Issue 1 - 24/05/2018

This privacy notice explains how Portsmouth College (“we”, “our”, “us”) collects, uses and shares your personal information, and your rights in relation to the personal information that we hold. It concerns our processing of personal information of visitors to the College (“you”, “your”).

Portsmouth College is the data controller of personal information about you. Our address is Portsmouth College, Tangier Road, Portsmouth PO3 6PZ.

Our Data Protection Officer is Neil McMonagle. If you have any questions about this privacy notice or the ways in which we will use your personal information, please contact our Data Protection Officer by email (dpo@tpc.ac.uk) or telephone (023 9266 7521).

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

[THE CATEGORIES OF PERSONAL INFORMATION THAT WE PROCESS](#)

[HOW WE COLLECT YOUR PERSONAL INFORMATION](#)

[THE USES MADE OF YOUR PERSONAL INFORMATION](#)

[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](#)

[YOUR RIGHTS OVER YOUR PERSONAL INFORMATION](#)

[CHANGES TO THIS PRIVACY NOTICE](#)

THE CATEGORIES OF PERSONAL INFORMATION THAT WE PROCESS

As a visitor to the College, we may collect and process personal information about you in the following categories:

- personal identifiers (such as name);
- contact details (email address and telephone numbers);
- the member of staff you are visiting;
- details about your vehicle;
- photograph

HOW WE COLLECT YOUR PERSONAL INFORMATION

We obtain your personal information in a number of different ways:

- when you sign in at Reception;
- on our CCTV system

THE USES MADE OF YOUR PERSONAL INFORMATION

Broadly, we collect and process your personal information for purposes of managing and operating the College, including keeping all persons visiting, studying or working at the College safe. Specifically:

- a. We use CCTV across our site for the purposes of crime prevention, security and health and safety and, accordingly, will capture imagery of visitors to the College.
- b. For safeguarding purposes, we require all staff, students, visitors and contractors to wear a lanyard with ID card or visitors badge. We need your personal information to produce your visitors badge.
- c. As you sign in, we will also collect your vehicle registration number (if applicable), so that we can contact you if there is a problem with your vehicle while you are visiting (for example, you leave your lights on or it is blocking another vehicle).
- d. We use our visitor registration system to notify the member of staff you are visiting that you have arrived, and in the event of an evacuation, to ensure that you are safely accounted for.
- e. To communicate with you in relation to your visit to the College.

THE LEGAL BASIS ON WHICH WE COLLECT AND USE YOUR PERSONAL INFORMATION

We process your personal information on the basis of our legitimate interests:

- We have a legitimate interest in wishing to interact with you to manage and operate our College and to ensure that the College is safe and secure for all persons visiting, studying or working at the College; 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.

HOW LONG WE KEEP YOUR PERSONAL INFORMATION

We retain CCTV footage for a maximum of 4 weeks unless there has been an incident, in which case relevant footage will be retained for as long as it is being investigated.

Visitor records are retained for 1 academic year (an academic year runs from 1st August to 31st July).

HOW WE SHARE YOUR PERSONAL INFORMATION

We do not routinely share visitor information with other organisations. However, in the event of an incident on site, we may share CCTV footage or details of visitors with the police or other relevant authorities.

We may share your personal information with third parties who provide services to the College:

Organisation / Type of Organisation	Service
Envoy	Visitor sign in services
Google	Email and cloud computing services

HOW WE TRANSFER YOUR PERSONAL INFORMATION OUTSIDE EUROPE

Some of the third party organisations who provide services to the College are based outside Europe and in these cases your personal information will be transferred outside the EU to their hosting facilities and those of their sub-processors.

In all such cases the College either:

- i. has data protection contracts in place with these organisations confirming that processing of personal information will be in accordance with European Data Protection legislation; or
- ii. in the case of US based organisations, is satisfied that the organisation processes personal information in accordance with European Data Protection legislation through their membership of the EU-U.S. Privacy Shield programme.

AUTOMATED DECISIONS WE TAKE ABOUT YOU

We do not make automated decisions using the personal information you provide as a visitor.

YOUR RIGHTS OVER YOUR PERSONAL INFORMATION

You have a number of rights over your personal information, namely:

- 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 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 THIS PRIVACY NOTICE

We will keep this privacy notice under regular review and will update it from time to time to make sure it remains up-to-date and accurate. The current version of this notice will be available on our website and at Reception.