

Campus Visitor Privacy Notice

The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR) which will come into effect in the UK on 25 May 2018.

This Privacy Notice tells you what to expect in relation to personal information about you which is collected, handled and processed by the National College for High Speed Rail when visiting any of it's premises .

Data Controller

The National College for High Speed Rail,
2 Lister Street,
Birmingham,
B7 4AG

Data protection officer:

Sally Brook Shanahan – dataprotectionofficer@nchsr.ac.uk

How we safeguard your information

We take care to protect the information we hold about you. For more information about this please refer to our data protection policy.

Type of Personal Data Being Processed

For Safety and Security purposes when visiting any of our premises, we collect:

- Full Name
- Email Address
- Job Title
- Business Name
- Special requirements (access/ parking /diet)
- CCTV Video footage (no audio) captured internally and externally at College locations

How personal data is collected site visitors

Personal data is obtained from one or more of the following:

- Visits to the College signing in on the Visitor management system on reception
- CCTV Security System
- Connecting to the guest Wi-Fi System
- Attendees of corporate seminars and webinars hosted by third parties on College property
- Visitor registration forms
- Paper visitor sign in forms used for 3rd party events hosted on College property

Why we collect visitor personal data

Personal data is collected to provide legitimate business services and legal obligations these include:

- Health and Safety
- Site Security
- Safeguarding

How personal data is used

Entering and making use of the College property then we capture information on the basis of our legitimate business interests on the grounds of Security, Health and Safety and safeguarding staff and learners.

Who has access to this data?

Only authorised staff have access to this data, this consist of the Facilities Management, Reception and ITC Support Function access to the data is necessary for performance of their roles.

All staff have received GDPR training as well as training on relevant processes and procedures to carry out their roles

We will not sell or rent your information to third parties.

Third-party Data Processor working on our behalf:

Our Visitor management software service is provided by

All Things Code Limited
3a Green Lodge Barn
Roman Road
Northampton
NN7 4HD
Registered in England & Wales No. 8516772
Data is hosted on their UK servers

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How long we keep your personal information

We will retain your personal data for 3years and 3months after your last visit with to College premises

How we share your personal information

We do not share your personal details

How we transfer your personal information outside Europe:

We do not store or transfer your personal data outside Europe.

13 or under

We are concerned to protect the privacy of children aged 13 or under. If you are aged 13 or under, please get your parent's/carer's permission beforehand whenever you provide us with personal information.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Data Protection Officer – Sally Brook Shanahan – sally.brookshanahan@nchr.ac.uk. You can make a subject access request by completing the organisation's subject access request form which can be found on the college website.

How to lodge a complaint

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner's Office (ICO) – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);

What if you do not provide personal data?

If you do not provide all of the requested personal data then The National College for High Speed Rail may prevent access to its premises.

Automated decision-making

Your personal data will not be used for automated decision-making.

Changes to our privacy policy

We keep our privacy policy under regular review. Any changes we make to our privacy policy will be reflected at point of capture