

# Privacy Notice - DP-PN-07

## Visitors and Contractors

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## **Alternative Format Statement**

We are committed to ensuring all our materials are accessible to everyone. If you require this document in an alternative format please contact:

Quality Improvement Team

Email: [Quality@bacoll.ac.uk](mailto:Quality@bacoll.ac.uk)

Phone: 01388 443069

Please note: On our website we have the Recite Accessibility toolbar. If you select Accessibility on the top toolbar, any text on the website, including linked policies and procedures can:

- be converted from text to speech
  - be translated into over 100 languages including 65 text to speak voices
  - have its colour, scheme, text, font style, size and spacing changed
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## Privacy Notice – Visitors and Contractors

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### The Data Controller

Bishop Auckland College Group is the Data Controller for any personal data you give us.  
Contact details:

Bishop Auckland College  
Woodhouse Lane  
Bishop Auckland  
County Durham  
DL14 6JZ  
01388 443000

South West Durham Training  
Durham Way South  
Aycliffe Business Park  
County Durham  
DL5 6AT  
01325 313194

If you have any questions about this Privacy Notice or the ways in which we use your personal information, please contact the Data Protection Officer:

Data Protection Officer  
Bishop Auckland College  
Woodhouse Lane  
Bishop Auckland  
County Durham  
DL14 6JZ  
01388 443100  
[DPO@bacoll.ac.uk](mailto:DPO@bacoll.ac.uk)

## **Introduction**

This Privacy Notice for visitors and contractors at Bishop Auckland College (BAC)/South West Durham Training (SWDT) (thereafter to be termed 'the Group') has been prepared in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. It explains why we collect personal data about you, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

Whenever you provide personal information, we will treat that information in accordance with this notice, current legislation and our data protection registration. We also aim to meet current best practice.

Your personal data is information which is about you. It can be data that directly identifies you or data that can be put together with other data to identify you. We are committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place appropriate technical, physical and operational procedures to safeguard and secure the information we collect from you.

## **Information we may collect and process about you**

- Visitor name
- Company
- Vehicle registration
- Photo for visitors badge
- Disclosure and Barring Service number
- CCTV Images
- Time logged in and out of the building
- Special instructions and access restrictions.

## **How we may collect your personal information**

We can collect the information in a variety of ways including the below:

- Visits to the Group signing in on the Visitor management system on reception
- CCTV Security System
- Connecting to the guest Wi-Fi
- Paper visitor sign in forms

### **How we may use your personal information**

- a) Assess the quality of our services
- b) To keep users of the Group safe/minimise risk (safeguarding, crime prevention, accident and injuries)
- c) To comply with the law regarding data sharing
- d) To meet statutory duties placed upon us

### **The lawful basis in which we collect and use your personal information**

Under the GDPR, the lawful basis we rely on for processing information are:

- For the purposes of (a) and (b) in accordance with the lawful basis of Vital Interests: to keep users of the Group safe (safeguarding, etc).
- For the purpose of (c) and (d) in accordance with the lawful basis of Legal Obligation

### **Who we share your personal data with and why**

- Our legal and other professional advisers (including our auditors)
- Police, medical staff, health professionals/organisations, safeguarding teams etc – in an emergency to protect vital interests
- Relevant member of staff within the Group who you are visiting

We do not share information about our visitors and contractors with anyone without consent, unless the law and our policies allow us to do so.

We do not sell your personal data to third parties under any circumstances, or permit third parties to sell on the data we have shared with them. We do not store or transfer your personal data outside of Europe.

### **Third-party Data Processor working on our behalf:**

Osborne Technologies Ltd  
4 Wortley Court  
Fall Bank Industrial Estate  
Dodworth  
Barnsley  
South Yorkshire  
S75 3LS

### **Retention of your data**

We will retain your information on our internal computer systems and paper-based records for three years.

### **Monitoring your use of IT systems**

We monitor how you use the Group's equipment and computers and what websites you go on when you are browsing the internet, within the Group. This is because we have legal obligations to protect you, and we also have a legitimate interest in making sure you are using our computer equipment correctly and that you are not looking at inappropriate content.

If you do not wish to be monitored by the Group, you will need to use your personal devices which are not linked to the Group's network or internet connection.

### **Changes to our Privacy Notice**

We keep our Privacy Notice under regular review. Any changes we make to our Privacy Notice in the future will be notified to you by email, for current clients and on our website.

For information about changes made to this Privacy Notice see the [Change log](#) found on our website.

## Your Individual rights

You have the following rights:

		Contact/Department
<b>The right to be informed</b>	This Privacy Notice provides information on how we process your personal information as a visitor/contractor.	Data Protection Officer <a href="mailto:DPO@bacoll.ac.uk">DPO@bacoll.ac.uk</a>
<b>The right of access</b>	<p>You have the right to request information that is held and processed by the Group about you.</p> <p>There is no charge for us providing you with this data and it will usually be provided within a month of the request (unless the request is unfounded or excessive).</p> <p>If you would like to request information the Group holds on you please refer to the Data Subject Individual Rights Procedure (ref: BAC-DP-01).</p>	Data Protection Officer <a href="mailto:DPO@bacoll.ac.uk">DPO@bacoll.ac.uk</a>
<b>The right to rectification</b>	If you believe that any data which the Group holds on you is incorrect (e.g. address) you can contact the Group to inform us of any changes necessary and we will confirm that the changes have taken place.	Data Protection Officer <a href="mailto:DPO@bacoll.ac.uk">DPO@bacoll.ac.uk</a>
<b>The right to erasure</b>	You may exercise your right to have your personal data erased in a number of circumstances (e.g. if the data is no longer necessary in relation to the purpose for which it was created or you withdraw your consent). Where possible we will comply with all such requests, though some details are part of the Group's records, which we are required to keep for funding and legal purposes.	Data Protection Officer <a href="mailto:DPO@bacoll.ac.uk">DPO@bacoll.ac.uk</a>
<b>The right to restrict processing</b>	<p>You can inform us that we can keep your data but must stop processing it, including preventing future mailings and communications.</p> <p>However, we must continue to process some information for funding and legal purposes.</p>	Data Protection Officer <a href="mailto:DPO@bacoll.ac.uk">DPO@bacoll.ac.uk</a>
<b>The right to data portability</b>	<p>You have the right to obtain and reuse your personal data for your own purposes across different services.</p> <p>If you request your data to be provided in a specific format we will endeavour to do this. However, if we are unable to provide you with your information in a specific format we will provide it in a suitable alternative.</p>	Data Protection Officer <a href="mailto:DPO@bacoll.ac.uk">DPO@bacoll.ac.uk</a>
<b>The right to object</b>	<p>We will stop processing your data if you object to processing based on legitimate interests or the performance of a task in the public interest / exercise of official authority (including profiling).</p> <p>We will stop processing your data for direct marketing if you tell us to.</p>	Data Protection Officer <a href="mailto:DPO@bacoll.ac.uk">DPO@bacoll.ac.uk</a>
<b>The rights related to automated decision making including profiling</b>	We do not use any automated decision making processes.	Not applicable

If you believe that the Group has not complied with your data protection rights, you can complain to the Information Commissioners Office (ICO).

To learn more about your above rights please visit the ICO website:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>