

# Selby College Visitor Privacy Notice

**This privacy notice also includes those visiting the college on Open Days/Evenings for prospective students**

## **What we need**

Selby College will be what's known as the 'Controller' of the personal data you provide to us. The categories of information that we collect include

- Personal information (such as name, address, telephone, car registration)
- Attendance information of when you came to college
- Images of you, this is for identification at the college only.
- CCTV of the site
- If you use computing facilities at the college then logs of your internet activities and how you access them will be recorded.
- We may also collect sensitive information about if you are using one of our services. For example the Aspire hair salon may require some medical details depending on the treatment you are receiving.

## **Why we need it**

- to safeguard the students, staff and you onsite at the college
- to provide an appropriate level of service to you
- to assess the quality of our services
- to help provide a safe and secure environment whilst at college

We will not collect any personal data from you we do not need in order to provide and oversee these services to you.

## **How we collect it.**

The college collects personal data from you when you come to reception or when you are using one our services e.g. Aspire, Internet Access

## **What we do with it**

All the personal data we process is processed and held by our staff here at the college.

No 3<sup>rd</sup> parties have access to your personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

More information on this framework can be found in the college's GDPR Policy.

## **How long we keep it.**

We hold visitor data at reception for no more than 12 months and it is then securely destroyed. Identifiable internet logs will also be held for no longer than 12 months, although anonymised web traffic details are held for up to 5 years. If you are using services such as

Aspire we will hold data for longer if you are a repeating customer, if you don't use the service for more than 12 months it will be deleted. We don't store any information about you outside of the UK.

### **Why we share information.**

We do not share information about you unless we are legally obliged to do so e.g. Law enforcement.

Sensitive information is only shared with those members of staff who need to know about it to provide a service to you. For example only the Aspire staff will have access to the information you provide to them.

### **The lawful basis on which we use this information**

We collect and use your information under Article 6(1)(b) – contract and Article 9(2)(d) - legitimate activities of the GDPR (General Data Protection Regulation)

### **What are your rights?**

If at any point you believe the information we process on you is incorrect you request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

You can make a subject access request, a form for which is in the college's GDPR policy on SharePoint, and this is the right to be informed

You have other additional rights under GDPR about your data including the right of restrictions on processing, transfer of data, object to the use of and auto-decisions making such as profiling.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Our Data Protection Officer is Michael Pilling and you can contact at [info@selby.ac.uk](mailto:info@selby.ac.uk).