

West Thames College Visitor Privacy Notice

Privacy Notice (How We Use Visitor Information)

This privacy notice has been prepared in accordance with the UK General Data Protection Regulation ("UK GDPR") and the Data Protection Act 2018 ("DPA 2018") and explains how West Thames College collects, uses and shares your personal data and your rights in relation to the personal data we hold. This Privacy Notice concerns our processing of personal data of past, present and prospective visitors to West Thames College.

How We Collect Your Information

West Thames College may collect your personal data in a number of different ways:

- from the information you provide to us before visiting the college.
- when you communicate with us by telephone, email or via our website to make enquiries or raise concerns.
- from the information you provide to us when registering with the college as a visitor

The Categories of Visitor Information We Collect, Hold and Share

As part of your visit to the college we store and use your personal details and information about your visit. We may collect the following types of data about you:

- **Personal Information:** name, home address, occupation, work address, email address, telephone number, photograph, information concerning dietary needs, vehicle make, type and registration details.
- **Special Categories:** please note that on occasions we may process "special categories" of information about you. This is information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a person's sex life or sexual orientation.

Why We Use This Information

West Thames College collects and uses visitor data:

- for the purposes of managing and operating the college.

The Lawful Basis on Which We Use This Information

Except in the circumstance highlighted below, we process this information on the basis of our legitimate interests:

- we have a legitimate interest in wishing to interact with you to manage and effectively operate our college and to ensure that the college is safe and secure for all persons visiting; 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.

Where we are required to hold certain records, then we collect and hold those records to comply with that legal obligation.

Storing Data

Subject to any other notices that we may provide to you, West Thames College may retain your data after your association with us has come to an end, as required by regulatory organisations.

Who We Share Information With

West Thames College may share the personal information that you give us with the following organisations:

- Government departments and agencies where we have a statutory duty to provide information

Why We Share Information

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

Automated Decision Making

We do not make any decision about you based solely on automated decision making.

How We Transfer Your Personal Information Outside Europe

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

Requesting Access to Your Personal Data

Under data protection legislation, visitors have the right to request access to their information. To make a request for your personal information contact generaldata@west-thames.ac.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress.
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have given your consent and wish to withdraw it please contact generaldata@west-thames.ac.uk

Where processing of your personal data relies on your consent and you later withdraw that consent, we may not be able to continue to provide all or some aspects of our services to you and/or it may affect the provision of those services.

If you have a concern about the way in which West Thames College is collecting or using your personal data, we request 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/>

Changes to Your Personal Data

Please tell us about any changes to the information we hold about you, by contacting generaldata@west-thames.ac.uk

Contact

To discuss anything in this privacy notice, contact generaldata@west-thames.ac.uk