

## General Data Protection Regulations (GDPR)

### Visitor Privacy Notice

#### Why are we providing this notice for you?

As a visitor to the college we may need to hold certain information about you (your 'Personal Data'). This notice will inform you about the data we hold about you and how we use it. It has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

You have certain rights, including how to get a copy of your data, how to get it corrected or deleted, and how to complain. These rights are set out in more detail below.

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 natural person's sex life or sexual orientation.

#### Your rights in relation to your personal data

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

- 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 about you 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.

#### What personal data do we hold?

As part of your visit to the College we store and use your personal details and information about your visit for the purposes of managing and operating the College.

We use CCTV on our sites for the purposes of crime prevention, security and health and safety and, accordingly, will capture imagery of visitors to the College.

The following points give you an indication of the personally identifiable data we could ask for and hold about you depending on your reason for visiting the College and how long / how often you may be visiting us / using our commercial services (e.g. Hair Salons, Restaurants):

- Contact details: including name, address, telephone, email
- Identifying details: including date of birth, gender,
- Biometric data (photograph for ID Card)

## What is the legal basis on which we collect and use your personal data?

Except in the circumstances 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 operate our College effectively 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 on site and to be able to communicate with them.

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

## How do we share your personal data?

We do not store or transfer your personal data outside Europe and we do not pass your personal information to organisations for marketing or sales purposes.

## How long do we keep your personal data?

Current academic year plus 2 years.

## Automated decisions we take about you

We do not make automated decisions using this information.

## Who can you contact?

If you have any questions regarding your information or anything contained within this Privacy Notice please email: [dataprotection@cornwall.ac.uk](mailto:dataprotection@cornwall.ac.uk) or write to:

Data Protection Officer, Cornwall College, John Keay House, Tregonissey Road, St Austell, Cornwall. PL25 4DJ.

## Updates to this Privacy Notice

We keep our privacy policy under regular review and will update it from time to time to make sure it remains up-to-date and accurate. The Cornwall College Website will always display the most up to date version: <https://www.cornwall.ac.uk/governance/>