

ORBITAL SOUTH COLLEGES PRIVACY NOTICE **Information for Visitors and Suppliers**

Information for Visitors and Suppliers

Notice about how we use your personal information:

We are the data controller of personal information about you. We are: EAST SURREY COLLEGE (T/A ORBITAL SOUTH COLLEGES). Our address is: Gatton Point, London Road, Redhill, Surrey, RH1 2JX.

If you have any questions about this notice or the ways in which we use your personal information, please contact our Data Protection Officer at: **01737 772611**, DPO@esc.ac.uk, <https://www.esc.ac.uk/about-esc/gdpr-and-privacy>

This privacy notice has been prepared in accordance with UK GDPR and the Data Protection Act 2018.

Who are you?

- a visitor to the College Group
- one of our suppliers

In each case, you have certain rights, including how to get a copy of your data, how to get it corrected or deleted, and, if necessary, how to complain.

A visitor to the College Group:

The information we collect about you and why we collect it

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

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

We keep a record of any visitor passes or induction records that are completed.

We keep a record of any treatments carried out at our Escape Salon and Spa

The legal basis on which we collect and use your personal information

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 effectively operate the College Group and to ensure the College Group sites are safe and secure for all persons visiting;

- to enable compliance with the legitimate interest, we need to understand details of who is in the building and be able to communicate with them as required.

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

How long we keep your personal information

- CCTV recordings are kept for 30 days.
- Visitor sign-in records and visitor card issue records are kept for 24 months.
- Records of treatments carried at the Colleges Group's Escape Salon and Spa are kept for 24 months

How we share your personal information

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

Organisation / type of organisation:

- Police or appropriate local authority or Government Agency.

Purpose:

- A lawful investigation

How we transfer your personal information outside Europe

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

Automated decisions we take about you

We do not make automated decisions using this information.

Suppliers to the College Group:

We store and use your information for the purposes of managing our suppliers in respect of the supply of goods and services the College Group may need.

The information we collect about you and why we collect it

In order to engage and manage our suppliers, where you are a supplier (or a representative of a company) we collect and store your contact information and, where appropriate, your bank account details.

You may also be asked to provide details of your business. In addition, if you visit any of the College Group's sites at any time, we will collect and process the information set out in the "**A visitor to our College Group**" section above.

The legal basis on which we collect and use your personal information

We process this information on the basis that we have a legitimate interest in engaging and managing our suppliers, and in order to be able to do so we need to hold details of who those suppliers are.

Where we are required by law to hold certain records for health and safety purposes, then we hold those records to comply with that statutory obligation.

Where we hold your bank account details, we do so on the basis that it is necessary for us to perform our contract with you.

How long we keep your personal information

- CCTV recordings are kept for 30 days
- Contractor sign-in records and contractor card issue records and kept for up to 36 months, inline with our Health and Safety obligations and retention schedule.
- Health and Safety induction information is kept for 12 months.
- Contract information is kept for 7 years after expiry of a contract.
- Health and Safety information is kept for up to 36 months, which is in-line with statutory legal obligations and the College Group's retention schedule.

How we share your personal information

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

Organisation / type of organisation:

- Police or appropriate authority, such as the Health and Safety Executive.

Purpose:

- A lawful investigation

How we transfer your personal information outside Europe

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

Automated decisions we take about you

We do not make automated decisions using this personal data.

Your Rights:

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

- 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.
- 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/>);

Changes to our General Privacy Policy

We keep our privacy policy under regular review. The College Group will update it from time to time to make sure it remains current and accurate.

PRODUCED/REVIEWED BY: Chief Operating Officer

DATE: Nov 2022

APPROVED BY: Exec

DATE: Nov 2022

REVIEW BY: Nov 2025 or before if any changes to legislation occur