



Visitor & Service Provider Privacy Notice

For visitors, conference guests and service providers

1. Introduction

- 1.1 This Privacy Notice explains how we will collect and use your personal data. Writtle University College (“WUC”) is the data controller for personal data that we process about you. Our address is Writtle University College, Lordship Road, Writtle, Chelmsford, Essex, CM1 3RR.
- 1.2 This privacy notice has been prepared in accordance, and complies, with the UK General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018.
- 1.3 Throughout this Notice, “WUC”, “University College”, “we”, “our” and “us” refers to Writtle University College. “You” and “your” refers to individuals who have cause to be on the University College campus in a capacity other than staff or student.
- 1.4 For any queries, please contact the Data Protection Officer, contact details to be found at the end of this Notice.

2. Where does the University College get your personal data from?

- 2.1 We obtain personal data about you from the following sources:
 - Visitors book entry upon arrival at WUC.
 - CCTV from various locations across the campus.

3. What information do we collect about you?

- 3.1 During the course of your involvement with the University College, we will collect and hold your personal data. The data we hold includes, but is not limited to:
 - Name, organisation, person visiting and vehicle registration number.
 - CCTV video recordings.

4. How will we use information about you?

- 4.1 The University College processes visitor personal data for limited purposes, including:
 - Recording of individuals on campus for the purposes of security.
 - Provision of contact information to enable reception/security to contact visitors when required – both for personal matters and those concerning vehicles on campus.

5. Who has access to your data?

- 5.1 Staff access to your personal data stored by the University College will be restricted to those staff whose roles require use of such data such as reception and security staff.

6. Who might we share your data with?

- 6.1 The University College may disclose certain personal data to external bodies as categorised below. Please note this is not an exhaustive list.

| Disclosure to | Details |
|---|--|
| Police and UK agencies with duties relating to the prevention and detection of crime, apprehension and prosecution of offenders, collection of a tax or duty, or safeguarding national security | As necessary, and with appropriate consideration of your rights and freedoms. Departments may include the Department of Work & Pensions, the Police, the Foreign & Commonwealth Office |
| Close family or emergency services | In an emergency situation e.g. illness, serious injury or bereavement |

7. Legal Basis for processing data

- 7.1 In the main, we process your data where it is necessary for the performance of a task carried out in the vital interest of you and others on campus.

8. How long we keep your personal information

- 8.1 We will keep your personal data only as long as is necessary for the purpose(s) for which it was collected, and in accordance with the University College's Records Retention Policy and Schedule. Data will be securely destroyed when no longer required.

9. Access to your information and correction

- 9.1 You may request a copy of the personal data held about them by WUC. If you wish to make such a request, contact the Data Protection Officer – see section 12 for details.
- 9.2 If you wish to correct any information held by the University College about you, contact the relevant department in the first instance. If you have any further concerns about the accuracy of your personal data as held by the University College, or any other concern about the processing of your personal data contact the Data Protection Officer - see section 12 for details.

10. Website

- 10.1 The [Privacy Notice](#) explains how data may be gathered about users of the University College's website.
- 10.2 The University College's privacy notices do not cover the links within the WUC site which link to other websites. We suggest you read the privacy statements on other websites you visit.

11. Changes to this Privacy Notice

- 11.1 We regularly review the University College's privacy notices. This privacy notice was last updated in August 2022.

12. Further advice

12.1 If you require further information about how your personal data will be held and processed by WUC, or if you wish to make a complaint about any data protection matter, contact the University College's Data Protection Officer (01245 424200 or dpo@writtle.ac.uk).

12.2 External advice is available from the Information Commissioner who can be contacted as follows:

- Post: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Tel: 0303 123 1113
- Website: <http://www.ico.org.uk>