



## **Privacy Notice - Visitor to the Sir John Deane's Sixth Form College College Campus**

The Sir John Brunner Foundation (the Foundation) collects and processes the personal data of visitors to the Sir John Deane's Sixth Form College campus, including CCTV. This notice outlines how the Foundation will handle your personal information.

### **Why does the foundation collect Personal information?**

To carry out a public task the College uses CCTV on its premises and collects personal data for the purpose of identifying and protecting our students, staff and premises.

### **Who has access to your data?**

Your information will be shared internally, including with members of College staff where access to the data is necessary for the performance of their roles.

This data may be shared with the Local Authorities, the Police or Safeguarding Agencies where the College is required or permitted to do so by law.

Your data may be transferred outside the European Economic Area (EEA) in order to meet our contractual obligations with you. Such transfers are carried out with appropriate safeguards in place to ensure the confidentiality and security of your personal information.

### **What personal information does the Foundation collect?**

The Foundation collects:

- Name
- The organisation you represent (if applicable)
- Your contact details
- Image/video
- Vehicle registration

### **How is this information collected?**

This information is collected using a visitor's book and CCTV.

### **How long does the Foundation keep personal information?**

We retain the personal data processed by us for as long as is considered necessary for the purpose for which it was collected (including as required by applicable law or regulation). CCTV images are kept for a period of 30 days.

### **What if you don't provide the data?**

If you do not provide this data, for safeguarding and safety purposes you may not be able to visit the campus.

### **How does the Foundation Protect data?**

The Foundation takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by appropriate employees in the performance of their duties.



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

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing
- Object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. The Foundation will only use “legitimate interests” as grounds for processing in a very few situations.

If you would like to exercise any of these rights, please contact the data protection officer at [dataprotection@sjd.ac.uk](mailto:dataprotection@sjd.ac.uk).

### **What if I am not happy with how the Foundation handles my concerns?**

If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if I do not provide personal data?**

If you do not provide the requested information for security and safeguarding reasons you will not be allowed to remain on the College campus.

### **Who is the Data controller?**

The Sir John Brunner Foundation.

### **Who is the Data Protection Officer and how do I contact them?**

The following have responsibility for Data Protection within the Foundation:

- **The Sir John Brunner Foundation** – Kathryn McBurnie - [McBurnie\\_K.sjbf@sjd.ac.uk](mailto:McBurnie_K.sjbf@sjd.ac.uk)
- **Sir John Deane's College** – Laura Lawson - [dataprotection@sjd.ac.uk](mailto:dataprotection@sjd.ac.uk)