

## **A visitor to the College**

### **The information we collect about you and why we collect it**

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 will collect the following:

- Date
- Time In
- Time Out
- Badge Number (BDC Visitors)
- Name
- Company (if relevant)
- Who you are visiting
- Vehicle Reg (if you are parked in the visitors car park)

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.

You will be required to wear a BDC Visitors badge for the duration of the visit and you are asked to return this to reception when you leave.

### **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 operate effectively 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 by law to hold certain records, then we collect and hold those records to comply with that legal obligation.

### **How long we keep your personal information**

We will keep the information you provide above for a maximum of five working days.

CCTV recordings are retained in accordance with the College's CCTV Policy.

### **How we share your personal information**

The information above would only be shared between colleagues if there was a legitimate need for them to obtain that information to carry out their duties.

We would not share this information with any third parties other than the Police if requested to do so for a legitimate reason.

**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.