

<b>Title</b>	Privacy notice: <b>Visitors to the College</b>
<b>Date</b>	April 2024

## **Notice about how we use your personal information**

We are: New City College (NCC). Our address is: 112 Poplar High Street, London E14 0AF.

If you have any questions about this Privacy Notice or the ways in which we use your personal information, please contact our Data Protection Officer at the above address or at [dataprotection@ncclondon.ac.uk](mailto:dataprotection@ncclondon.ac.uk)

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

## **This notice pertains to information we collect and hold for visitors to the college.**

### **1. The personal information that you give us**

On entry to the college, we ask you to give us your name. Where you have used a college car park we ask for your vehicle registration number. We also ask for a visitor photograph to be taken on our Visitor Management System at campuses where this system is in place. We do not collect any sensitive personal information.

### **2. The uses made of your personal information**

We will use your information to administer your visit to the college, which will include alerting your host of your arrival.

We request your photograph for safeguarding purposes in an environment with young people and vulnerable adults, so that we can identify who is on our college campus.

Your name and photograph may also be used for health and safety purposes, for example, in the event of an evacuation.

We request your car registration number so that we can alert you in relation to any car parking issues.

### **3. The legal basis on which we collect and use your personal information**

The information is processed as part of our public interest task of providing a safe environment for our students.

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

NCC will hold your personal information for the minimal period necessary to fulfil our administrative, regulatory and safeguarding obligations.

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

The information collected through our visitor management systems and processes is not shared with any third parties for their use.

### **6. How we transfer your personal information outside Europe**

We do not store or transfer your personal data outside the EEA.

### **7. Recording telephone calls into the New City College Customer Service Centre.**

All telephone calls into the New City College Customer Service Centre are recorded for training and quality purposes and for the protection of our staff. Call recordings may only be accessed with the authorisation of a relevant manager.

No other telephone calls within the college are recorded.