

## Estates Privacy Notice

### **Introduction**

Northern Regional College (“the college”) is a “data controller” for the purposes of Data Protection legislation. This means that we are responsible for deciding how we hold and use personal information about you. This privacy notice explains how we hold and use any personal information we collect about you before, during and after your working relationship with us.

The College will process all personal data in compliance with the Data Protection Act 2018 to ensure NRC facilities are fit for purpose to support your educational and business needs. We will never ask for unnecessary information.

NRC is the Data Controller registered with the Information Commissioner Office (ICO) and is responsible under the Data Protection Act 2018 for the personal data that you submit to us.

The Data Protection Officer for the College is Catherine Guy.

### **Lawful Basis**

- **Article 6.1 (b)** - processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- **Article 6.1 (c)** - processing is necessary for compliance with a legal obligation to which the controller is subject; e.g. Health and Safety.
- **Article 6.1 (e)** processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller e.g. controlled access to College areas.

### **Categories of Personal Data**

We may collect, store, and use the following categories of personal information:

- Name
- Contact details
- CCTV
- Location details (visitor/contractor sign in)

**How do we Collect Personal Data?**

We collect personal information directly from data subjects and on occasion from employers (contractors).

**Who will have access to my information, or who will you share it with?**

Personal details will not be shared with anyone outside of the College unless required to do so by law. Processing will take place within the College where there is a lawful basis for this to take place.