

Facilities & Operational Development Privacy Notice

1. Introduction

Northern Regional College (“the College”) is a Data Controller for the purposes of Data Protection legislation. This means the College is responsible for determining how personal data is collected, used, and protected.

This Privacy Notice explains how personal data is processed by the Facilities & Operational Development (FOD) in connection with operational, security, maintenance, and facilities-related activities across college premises.

The College processes all personal data in compliance with the Data Protection Act 2018 and UK GDPR. The College is registered with the Information Commissioner’s Office (ICO).

The Data Protection Officer is Catherine Guy. The College will only collect information that is necessary and proportionate.

2. Lawful Basis for Processing

- **Article 6.1 (b)** - processing is necessary for the performance of a contract to which the data subject is party to 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.

3. Categories of Personal Data Collected

Facilities & Operational Development may collect the following personal data:

- Name
- Contact details
- Company or employer details
- Vehicle registration details
- Visitor and contractor sign-in records
- Location and access control records
- CCTV images and recordings
- Incident and accident information
- Photographic evidence

4. How Personal Data is Collected

Personal data is collected directly from individuals, through sign-in systems, access control systems, CCTV systems, employer organisations (eg.contractors), and incident or maintenance reporting processes.

5. Purposes for Processing Personal Data

Facilities and Operational Development processes personal data for the following purposes:

- Management of visitor and contractor access
- Site and building security
- Operation and monitoring of CCTV systems
- Health and safety compliance
- Emergency response and evacuation procedures
- Management of maintenance activities and facilities operations
- Car park management and enforcement
- Management of building access permissions and ID systems
- Incident investigation and resolution
- Disciplinary and safeguarding processes where required
- Protection of students, staff, contractors, and visitors
- Protection of College assets, infrastructure, and property

6. Sharing of Information

Personal data will not be shared outside the College unless there is a lawful basis. It may be shared with emergency services, regulators, law enforcement, insurers, and approved contractors where required.

7. Retention of Personal Data

Personal data is retained in line with the College Retention and Disposal Schedule. CCTV footage is retained up to a maximum of 30 days unless required for investigation.

8. Security of Personal Data

Appropriate technical and organisational measures are in place to protect personal data from unauthorised access, loss, or misuse.

9. Contact Details

Data Protection Officer
Northern Regional College
Email: dpo@nrc.ac.uk