

## Visitors and Contractors Privacy Statement

### Why do we collect personal information?

The TEC Partnership collects and processes personal data relating to its visitors and contractors to effectively manage its sites. We need to understand who is on site and their purpose for being there. The organisation needs to meet its statutory obligations as a further and higher education institution in accordance with the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018 (DPA 2018). TEC Partnership is committed to being transparent about how and why it collects and uses that data and to meeting its data protection obligations.

*TEC Partnership consists of: - Grimsby Institute, University Centre Grimsby, Skegness TEC, Scarborough TEC, East Riding College, Career 6, The Academy Grimsby, Learning Centres, NET UK and Modal Training (and its trading styles of Humber Maritime College and Transafe Training).*

This Privacy statement describes what types of information we collect from you, how it will be used, how we share it, your rights in managing the information we hold about you and how you can contact us.

### What personal information does the organisation collect?

The TEC Partnership collects and processes data using Article 6, Lawfulness of processing as part of the UK GDPR Regulations:

1. The Partnership has a legitimate interest to collect your personal details and information about your visit.  
When using onsite parking, we record your name and vehicle details.
2. The data collected as part of the permit to work and the contractors badge process is to meet the organisations legal obligations.
3. We use CCTV for the security and safety of learners, staff, contractors and visitors.

### How is this collected and stored?

Information on the day of your visit is collected directly from yourself via a visitor book, digital visitor system and/or the contractor book.

Information relating to the permit to work process is collected from yourself via your employer.

Data will be stored in a range of different places, including paper records stored in secure places, or as electronic documents within a secure network.

### How long will you keep data for?

- Visitor data will be held for 30 days before it is securely deleted.
- Contractor attendance records are held for 1 year following the current academic year
- Contractor badge records are held for 1 year following the current academic year
- Permit to work information is held for 2 years following the current academic year

### Who has access to data?

Information is shared internally, with any TEC Partnership staff who need access to the data.

### What rights do you have?

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

- Obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Request for your personal data to be deleted, for example, where you believe the data is no longer necessary;
- Stop your data being processed, for example, withdrawing your consent;
- Object to the processing of your data, for example, how your data is being used;

Requests should be sent to the Data Protection Officer – [dpo@tecpartnership.ac.uk](mailto:dpo@tecpartnership.ac.uk)

If you are not satisfied with how TEC Partnership is processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights from the Information Commissioner's website at [www.ico.org.uk](http://www.ico.org.uk)