# *General Privacy Notice*

## 1. Notice about how we use your personal information

We are the data controller of personal information about you. We are City of Bristol College. Our address is: College Green Centre, St George's Road, Bristol, BS1 5UA

Our Data Protection Officer is Lynette Wilson. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer via email at lynette.wilson@cityofbristol.ac.uk.

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR"), the Data Protection Act 2018 and the Data Use and Access Act 2025.

This notice covers:

- Visitors to the College
- Suppliers to the College

In each case, you have certain rights over your personal data, including how to get a copy of your data, how to get it corrected or deleted, and how to complain. These rights are set out in more detail below.

Please note that on occasions we may process "special categories" of information about you. This is information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

## 2. Visitors 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.

As a visitor (or contractor), even if you are coming to a pre-arranged meeting, you will be required to sign in at our reception, usually via a digital console, alternatively via a signing in book. The console records your name, company, vehicle registration, mobile number (in the event that we need to contact you whilst you are on site) and photograph (for ID sticker). The information is used for safety and security.

Visitor information will be recorded and stored on the College's Sharepoint system.

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.

If there is an accident or incident on College premises, we are required to collate and record details, in accordance with duties set out under the Health and Safety at Works Act. The detail required will be name, address and contact number. If there is an accident, further detail may be required to enable first aid to be administered by College staff. This could include outline detail of a medical condition, name or contact for a parent, guardian or carer. The College accident and incident recording system is part of our health, Safety and Wellbeing procedures under our H&S Policy.

## 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,
- 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; and
- Where we are required by law to hold certain records.

## How long we keep your personal information

- Data recorded via digital console for the purposes of signing in as a visitor/contractor is retained for 28 days on the College servers. Visitor books/pages are retained until they are full. They are destroyed within two weeks of that completion.
- CCTV records are over recorded on a monthly cycle. The data is therefore held for an average of 28 days.
- Accident and incident records are held for 5 years before deletion. However, if the accident or incident is subject to insurance or further investigation, or subject to other Health and Safety legislations that require a longer retention, the records may be held in accordance with those extended requirements.
- Data on our visitor system is retained for 28 days unless you opt in to have the data retained for longer in anticipation of future visits.

**How we share your personal information**

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

We may share your personal information with third parties who provide services and support to the College.

Examples of organisation / type of organisation:

- UK emergency services.
- Insurance investigators.

**How we transfer your personal information outside the UK**

There may be occasions where your personal data is processed or stored outside the UK. Where this occurs, we ensure that appropriate safeguards are in place to protect your information, in line with UK data protection legislation. These safeguards may include:

- UK Government–approved adequacy regulations for the destination country;
- Standard Contractual Clauses (SCCs) with the organisation receiving the data;
- Technical and organisational measures such as encryption and access controls.

We only use reputable service providers who can demonstrate robust data protection and security practices.

**Automated decisions we take about you**

We do not make automated decisions using this information.

## 3. Suppliers to the College

We store and use your information for the purposes of managing our suppliers in respect of the supply of goods and services that our College may need.

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

In order to engage and manage our suppliers, where you are a supplier (or where if it is a company, you are its representative) we collect and store your contact information and, where appropriate, your bank account details.

You may also be asked to provide details of your occupation and your CV.

In addition, where you visit a building we will collect and process the information set out in the "**Visitors to the College**" section above.

We may also need to use personal details to issue contracts.

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

We process this information on the basis of our legitimate interests: We have a legitimate interest in engaging and managing our supply of services and to be able to do so we need to hold details relating to those suppliers.

Where we are required by law to hold certain records for health and safety purposes, then we hold those records to comply with that statutory obligation.

Where we hold your bank account details, we do so on the basis that it is necessary for us to perform our contract with you.

**How long we keep your personal information**

We will keep your information for a period of six years in addition to the current operating year. This is in order to comply with HMRC reporting requirements.

By exception, we may keep information for the purposes of evidencing certain grants which we may receive from the European Social Fund for a period of up to ten years, as required by condition of grant funding.

For contracts, approximate retention periods are as follows:

Records relating to the decisions which are made around contracts are kept for at least three years from contract start dates. This includes all pre-market engagement notes, PQQ/SQ documents, all ITT documents and all supplier submissions.

- Actual contracts and associated records will be kept for six years after the end of the contract (including any 'extended' warranty period).
- Deeds are kept for 12 years from execution.

**How we share your personal information**

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

Organisation / type of organisation: Auditors
Purpose: In order to provide audit evidence. Auditors will hold your information securely and treat as confidential.

We may also share your personal information with third parties who provide services to the College.

Organisation / type of organisation: Credit reference organisations
Purpose: We may supply the name of your organisation (and only the name) to a credit reference organisation in order to establish credit risk.

**Automated decisions we take about you**

We do not make automated decisions using this personal data. Credit risk information obtained from a credit reference organisation will be further subject to our judgement before being used to make decisions.

## 4. Your rights

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (https://ico.org.uk/),
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information,
- the right to ask us to correct any errors in your personal information,
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information,
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information,
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and,
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly- used, machine-readable format.

## 5. Changes to our privacy policy

We keep our privacy policy under regular review and will update it from time to time to make sure it remains up-to-date and accurate.

## 6. Complaints

If you wish to make a complaint related to how we have used your personal information, please refer to the College's Compliments, Complaints & Feedback Policy & Procedure.

Linked Documents:

- Compliments, Complaints & Feedback Policy & Procedure.
- Data Retention Schedule
- Data Breach Policy
- Data Breach Procedure
- Data Protection Policy
- Image Use Guidance
- Information Asset Register
- IT Policy and Acceptable Use Procedures
- Protocol for Police Involvement on College Premises
- Rights of Individuals Policy
- Rights of Individuals Procedure

| Version | |
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| Approved by: | SLT |
| Date of approval: | September 2026 |
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| Lead Officer: | Director of Governance & Clerk to the Corporation &s Data Protection Officer |
| Senior Manager responsible: | Director of Governance & Clerk to the Corporation & Data Protection Officer |