



PRIVACY NOTICE

Visitors

Policy Statement

As a visitor to any Progression 2Work establishment, we will gather information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after you visit. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who visit with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your visit?

We may collect, hold, share or otherwise use the following information about you during your visit:

- personal information (name, photograph)
- who you are visiting
- what organisation you are from
- date and time of your visit
- proof of identity
- CCTV footage and images obtained when you attend school site

DBS Details

Where do we get information from?

Depending on who has arranged the visit, we may collect this information directly from you, your organisation or the person you are visiting.

Why do we use this information?

We will process your personal data during your visit for the purposes of safeguarding and security.

How long will we hold information?



We will hold information relating to your visit only for as long as necessary. For further detail please see our Retention and Destruction Policy.

Who will we share information with?

We will not share information gathered during your visit unless under a legal obligation to do so.

Concerns

If you have any concerns about how we are using your personal data, then we ask that you contact our Data Protection Officer in the first instance. However, an individual can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact: Sara Jenkins, Data Protection Officer.

Sara.jenkins@progression2work.co.uk