

## Human Resources Document

### General Privacy Notice

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<i>Author</i>	<i>Associate Director</i>
<i>Designated Owner</i>	<i>Associate Director</i>
<i>Approving body</i>	<ul style="list-style-type: none"> <li>• <i>Policies and Procedures Panel</i></li> <li>• <i>SLT</i></li> </ul>
<i>Date Approved including Impact Assessment</i>	<i>December 2025</i>
<i>Linked policies and procedures</i>	<ul style="list-style-type: none"> <li>• <i>HRC GDPR Handbook</i></li> </ul>
<i>Date of next review</i>	<i>December 2026</i>

**Data Controller:** Hertford Regional College, Broxbourne Campus, Turnford, Broxbourne, Herts, EN10 6AE.

**Data Protection Officer:** Olive Oliver - Associate Director [ooliver@hrc.ac.uk](mailto:ooliver@hrc.ac.uk)

Our Data Protection Officer is Olive Oliver. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at Broxbourne Centre, Turnford, Broxbourne, Herts, EN10 6AE, 01992 411999, [ooliver@hrc.ac.uk](mailto:ooliver@hrc.ac.uk).

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the Data Protection Act 2018.

#### Who are you?

- [A visitor to the College](#)
- [One of our Suppliers](#)

In each case, you have certain rights, 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.

## **1. A visitor to the College**

### **1.1 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. 2

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.

*Note: The above list of information is for example only, this can be amended on a College by College basis depending on the types of information collected about visitors.*

### **1.2 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; and
- 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.

Where we are required by law to hold certain records, then we collect and hold those records to comply with that legal obligation.

### **1.3 How long we keep your personal information**

The data will be kept for a maximum of 12 months

### **1.4 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:

- Emergency Services

Purpose:

- Health and Safety, Safeguarding and medical emergencies.

### **1.5 How we transfer your personal information outside Europe**

We do not store or transfer your personal data outside Europe.

### **1.6 Automated decisions we take about you**

We do not make automated decisions using this information.

## **2. One of our supplies 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.

### **2.1 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 “visitor to our College” section above.

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 engaging and managing our suppliers; and
- to be able to do so, we need to hold details of who those suppliers are.

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.

### **2.2 How long we keep your personal information**

In line with accounting requirements, the data is kept for 7 years.

### **2.3 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:

- Funding Bodies

Purpose:

- For audit purposes

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

Organisation / type of organisation:

- College Auditors

Service:

- Auditing and accounting services

## **2.4 How we transfer your personal information outside Europe 4**

We do not store or transfer your personal data outside Europe.

## **2.5 Automated decisions we take about you**

We do not make automated decisions using this personal data.

## **3. 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.

## **4. Changes to our General Privacy Notice**

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