

VISITOR PRIVACY NOTICE

Who is the Data Controller

The data controller for the information being collected and used to register participation in the named consultation, is South Lanarkshire College. Our registered office is College Way, East Kilbride, G75 0NE.

If you have any concerns or queries about how we use your personal data you can contact our Data Protection Officer at dpo@slc.ac.uk

The personal data we collect

- Your Name
- Company Name
- Date of visit, arrival time and where possible, departure time
- Pass/Badge number
- Car registration number (if applicable)

How we use personal information

Your information will be used for the following purposes:

- To maintain accurate records of all visitors as part of our Health & Safety obligations to protect you, our staff and other Campus users.
- To ensure you can be located in the event of an emergency.
- To contact you in relation to any car park incidents involving your vehicle.

Our legal basis for using personal data

South Lanarkshire College are processing your data under the lawful basis of **legal obligation** to meet our requirements under the Health and Safety at Work etc. Act 1974.

Who we may share data with

This data is not routinely shared with any external parties but may be shared with emergency services in the case of an incident at the College.

How long we keep personal information

The data collected on this form will be retained for 21 days from the date of your visit.

Your rights under Data Protection Law

- Right of access to copies of your personal data (subject access request)
- Right to rectification if personal data we hold about you is incorrect
- Right to complain to the Information Commissioner's Office about how we handle your data