

## 23. Appendix 12 – Privacy Notice for Visitors

The UST is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

### What information will we collect?

We will collect, store, and use the following categories of personal information about you;

- Personal details including name, car registration and the organisation you are visiting from; and
- Information about your visit, including the date and time it occurred, and who you were visiting.

We will not collect or store any sensitive personal data about you.

### How is your personal information collected?

We collect personal information about our Visitors through the on-site electronic registration mechanism or, in the event of the electronic registration system being unavailable, a visitor’s registration log book.

### How will we use information about you?

Situations in which we will use your personal information;

- We use your personal information to ensure your safety and wellbeing when you visit our premises;
- We will use the information to make direct contact with you regarding the work relationship between the Trust and you or your organisation; and
- We will use the information to make direct contact with you regarding future opportunities with the UST

### How long will you use my information for?

The Trust only keep your information for as long as we need it or for as long as we are required by law to keep it. Further details can be found in the main body of the GDPR policy.

### What are your rights?

You have the right to:

- request access to your personal information;
- request rectification of the information we hold about you;
- request the erasure of information about you;
- request that our processing of your personal information to be restricted;
- request data portability; and
- object to us processing your information.

If you have a concern about the way that the UST is collecting or using your personal data, you can raise a concern with the school / Trust as appropriate or if preferred with the Information Commissioner’s Office (ICO). The ICO can be contacted on 0303 123 1113 or for more information contact the DPO via email on [specialistredactionservice@gmail.com](mailto:specialistredactionservice@gmail.com).