

PRIVACY NOTICE FOR VISITORS AND CONTRACTORS

1. Introduction

Interserve is committed to protecting the privacy and security of your personal information in accordance with the Data Protection Act 2018. This (abridged version of our) Privacy Notice describes how we collect and use personal information about you, as a visitor or contractor, during and after your visit to our premises.

2. What categories of Personal Data do we collect?

We may collect any or all of the following categories of Personal Data about you:

- Name and contact details;
- Company details;
- Vehicle registration number;
- Details of any disability which you may have;
- Security notes, such as time of entry and exit to the building.

3. Why do we collect your Personal Data?

We collect your Personal Data for any or all of the following reasons:

- to enable us to manage access to and from our premises in an orderly manner;
- to provide a safe environment for all persons working or visiting our premises; and/or
- to provide a secure environment for all persons working or visiting our premises and any property on our premises.

4. Our legal basis for collecting your Personal Data

In collecting your Personal Data, we rely on one or more of the following legal grounds:

- to comply with our statutory duties (e.g. to comply with health and safety legislation);
- in support of our legitimate interests; and/or
- with your written consent.

5. Who will we share your Personal Data with?

We will not share your Personal Data with third parties, except to the extent required by law or permitted under any exception under data protection legislation.

6. How long will we retain your Personal Data?

We will not retain your Personal Data for more than two months, except when an incident occurs which requires us to retain your Personal Data for longer. We will erase any information about you as soon as it is no longer needed.

7. Will we export your Personal Data outside the UK?

We will not export your Personal Data to any country outside of the European Union, except

- (a) to a country which has been approved by the European Union as having established an appropriate legal framework to protect your personal data; or
- (b) if we have established appropriate safeguards, in compliance with legal requirements, which provide adequate protection for your personal data.

8. Automated Decision-Making / Profiling

Any information that you provide will not be used for the purposes of profiling or making automated decisions about you.

9. Your Rights

Under data protection legislation, you have the right, free of charge, to:

- access the Personal Data which we hold about you;
- require us to correct any mistakes in the Personal Data which we hold about you;
- require the erasure of the Personal Data which we hold about you;
- transfer to a third party of the Personal Data which we hold about you, in a structured, commonly used and machine-readable format;
- object at any time to the processing of Personal Data about you which is used for direct marketing purposes;
- object to decisions being taken by automated means which produce legal effects concerning you;
- object to our continued processing of Personal Data about you;
- otherwise restrict our processing of Personal Data about you.

10. Complaints

If you have any issues or concerns, if you want a copy of this and/or our full Privacy Notice or our CCTV Policy or if you wish to exercise any of your rights then please contact our Data Protection Officer at the following address:

dataprotection@interservejustice.org

If we are unable to resolve your concerns to your satisfaction, you can complain to the ICO, the UK supervisory authority for data protection, via the following website:

<https://ico.org.uk/concerns/>