



UCG Privacy Notice for Visitors Policy

This policy outlines how the United Colleges Group shares information with third party organisations (for City of Westminster College and the College of North West London).

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UNITED COLLEGES GROUP PRIVACY NOTICE VISITORS**How we use your information**

This privacy notice tells you how we, United Colleges Group, will collect and use your personal data. The college processes data under the lawful basis of Public Task. We have a duty to safeguard our students and to ensure we know who is on the premises at any time. The legislation we rely on to justify this is:

[Technical and Further Education Act 2017](#)

[Further and Higher education Act 1992](#)

[Further education and Training Act 1992](#)

[Further education Loans Amendment 2018](#)

[Higher Education Act 2004](#)

Why does United Colleges Group need to collect and store personal data?

For you to visit college premises we need to collect your personal data. This includes your name, the organisation you represent and your email address. In rare circumstances we may need to pass your personal details to the police or our insurers. We keep your personal data and CCTV footage for 60 days. If your data is needed for legal proceedings we may need to keep it for longer. If this happens we will consult with you.

You have rights as a data subject. To find out about your rights, how to make a complaint and how to make a subject access request see **UCG's Data Subject Rights Policy**.

Alternatively contact our GDPR Coordinator at gdpr@ucg.ac.uk or call 020 7258 2939

You have the right to contact the ICO if we cannot resolve your concerns. The ICO website is

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