



Privacy Notice for Visitors and Volunteers.

Ratification Date: 21/07/21

Signed _____ *AJHawkins* _____

Review date: 24/09/23

Date of Next Review: Sept 24



Version Control

Version	Date	Changes
1	July 23	Original
	July 23	Initial Review
1.1	Sept 23	Full document review-changes to CCTV section. Grammar change in 'Your Rights as a Data Subject section.

Review

This policy is reviewed annually to ensure compliance with current regulations. Approved and reviewed by The Board of Directors.

Key staff involved in the GDPR process:

Role	Name
Provision COO	Dave Smith
Provision CEO	Andy Hawkins



Privacy Notice for Provision Visitors and Volunteers

This notice is for all contractors and visitors who work at and visit Liminal. It explains the purposes for which we hold information about you.

All data is held and processed in line with Liminal’s Data Protection Policy, which can be viewed on request.

What data does Liminal collect and why?

We maintain a signing in system, which includes employees (visiting site), visitors and contractors. The system will collect and keep your personal data such as Your name and company name. This information is collected for health, safety and security purposes.

CCTV System

The Closed Circuit Television (CCTV) system is used by our landlord and monitors the entrance to the building. Liminal will only request access to the CCTV in the event of criminal activity impacting on Liminal Education. It is installed to provide a safe and secure environment. In the event of any criminal activity the system will be used fairly, within regulatory guidelines and law, with the personal privacy of individuals using the building and the objective of recording incidents for safety and security in mind. The CCTV policy for Liminal can be viewed on request.

Liminal have CCTV in operation which is in line with Liminal’s CCTV Policy.

Accidents and Incidents Reporting

In the event of an accident or incident, Liminal will request the visitor/contractor to complete an Incident Report Form. This will include personal data from the injured party or person suffering from ill health, such as name, address, date of birth and details of the incident to include any relevant medical history. The data is collected as Liminal has a legal duty to document workplace incidents/accidents and to report certain types of accidents, injuries and dangerous occurrences arising out of its work activity to the relevant enforcing authority.

Incidents and accidents will be investigated to establish what lessons can be learned to prevent such incidents/accidents re-occurring including introduction of additional safeguards, procedures, information instructions and training, or any combination of these. Monitoring is undertaken but on an anonymised basis. The information is also retained in the event of any claims for damages.

Legal Basis for processing:

The legal basis of processing is set out as follows:

Area	Legal basis	Information
Visitor signing in/out system	Legitimate Interests	To ensure that there is a safe environment for every person visiting Liminal’s premises.
CCTV		
Accidents and Incidents reporting		

v1.1 Sept 23



Disclosures

Liminal would only disclose information from the Visitor signing in/out system or CCTV, which is required to detect or prevent crime. This is usually on receipt of a Police issued personal data request form, required under Police Investigations Section 29(3) of DPA 1998. There are instances such as prevention of threat to life or serious injuries, where personal information may be provided without a signed police DPA form.

Your rights as a Data Subject

Under the Regulation, Data Subjects have 8 rights, as listed below. Liminal will ensure procedures are in place to be able to respond in a timely manner to any request from a Data Subject to exercise one of their rights. The eight rights are:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Rights in relation to automated decision making and profiling

Subject Access Requests

If you wish to see copies of the information held on you by Liminal Education, you may submit a Subject Access Request. Such requests must be made in writing and marked for the attention of Mr D. Smith.

Liminal is registered as a Data Controller with the Information Commissioner. You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data. Please see <https://ico.org.uk>