



Privacy Notice

VISITORS

Document control

Date	Version	Comments
September 2025	001	New version





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0. Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Document Edition	Section	Details of change
September 2025	All	Privacy Notice taken from Information Governance Policy

**Who processes your information?**

Canary Wharf College is the data controller of the personal information you provide to us. This means the school will determine the purposes for which, and the manner in which, any personal data relating to Visitors is to be processed.

There may be times when it is necessary to share your personal data with a third party, this will only be done with your explicit consent, unless there is a legal requirement for the school to share your personal data.

Why do we collect and use your information?

Canary Wharf College collects your personal data to comply with legal requirements in relation to Health and Safety, Fire Regulations and Safeguarding

Which data is collected?

The categories of Visitor information that the school collects, holds and shares include the following:

- Name
- Employer details
- Times of visits to school premises
- Vehicle details

How long is your data stored for?

Personal data relating to Visitors at Canary Wharf College is stored in line with the school's UK GDPR Policy.

In accordance with the UK GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

Canary Wharf College will not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with Data Protection law) we may share personal information about you with:

- Your employer
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Police forces, courts

**What are your rights?**

Visitors have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how the school uses your personal data.
- Request access to the personal data that the school holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Canary Wharf College is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

The School's Data Protection Officer is Louise Manthorpe and can be contacted at dpo@CanaryWharfCollege.co.uk