

 <p>Farnborough College of Technology</p>	<p>Privacy Notice for Visitors to the Hair & Beauty Academy and The Gallery Restaurant</p>
<p>Owner</p>	<p>Data Protection Officer</p>
<p>Approval by Corporation</p>	<p>Not applicable</p>
<p>Date reviewed:</p>	<p>May 2018</p>
<p>Date for next review:</p>	<p>May 2019</p>

Introduction

The College adheres to the General Data Protection Regulation (GDPR), with respect to all information held about Visitors to the Hair & Beauty Academy and The Gallery Restaurant. The College is registered with the Information Commissioner’s Office - Registration Number Z7286389.

The Data Protection Officer can be contacted via email dpo@farn-ct.ac.uk

Gallery Restaurant

When you make a reservation to dine at the Gallery Restaurant, you will be asked to provide your name and telephone number. This information is required to ensure that your booking is reserved and as a record of your presence on site in the event of an emergency. It is stored for up to a year, and will then be deleted. It will not be used for any purpose other than as a record of your visit.

You will also be given the opportunity to add your email address to our mailing list so that we can keep you informed of special offers. You can ask to have your details removed from our database at any time.

Hair and Beauty Academy

For health and safety purposes the College needs to hold certain personal information about its clients. This information is provided by you when you first visit the salon. Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis.

The personal information we collect and hold includes your name, DoB, contact details, emergency contact details, a record of allergies & medical questionnaire, and a list of treatments received.

You will also be given the opportunity to add your email address to our mailing list so that we can keep you informed of special offers. You can ask to have your details removed from our database at any time.

Your personal information that the College holds is required in order to deliver the service that you have requested. If you do not wish to give your personal information, then the College may not be able to offer you the treatments.

We use this information to keep a register of bookings, keep a log of services you have received, minimize risks of allergic reactions and to keep you informed of special offers. It is also as a record of your presence on site in the event of an emergency

The lawful basis on which we use this information

Under the GDPR, it is necessary for the College to demonstrate the lawfulness of processing your personal information.

The lawful reasons for processing your personal information are:

- Consent given freely by you, by signing the booking in form
- for the delivery of the contract to which you are party – i.e. delivery of service for which you have booked
- for legal obligations to which the College must comply
- in order to protect your vital interests
- legitimate interest

Retaining your information

Your information will be kept for up to a year after your last visit.

Sharing your information

Your personal information will not be shared with any other organisation.

Keeping your Data Secure

Data that we hold electronically is stored in an encrypted format that is accessed by authorised staff only, and is password protected. Paper records are kept in secure cabinets or secure offices.

Your rights

Under data protection legislation, you have the right to request access to the information that we hold about you. A request to access your personal information is known as a 'Subject Access Request' and must be made in writing to the Data Protection Officer.

You also have the right to:

- withdraw your consent to process data, where the lawful basis is stated at 'Consent'
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- have inaccurate personal data rectified
- have your details erased from our records when they are no longer necessary or have been unlawfully processed
- receive a copy of your data in a machine readable format (known as data portability)

If you wish to exercise any of the rights set out above, please complete the form available on the College website, or contact dpo@farn-ct.ac.uk for a copy of the form.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. (Alternatively, we may refuse to comply with your request in these circumstances.)

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>