

Office Visitors Privacy Notice

1 Introduction

Bishop Creighton House(BCH) is committed to respecting and protecting your privacy. We believe in making things easy for people we interact with. We know there's nothing more off-putting than the sight of a lot of small print, so we've made our Privacy Policy clear, simple and easy to read.

This Privacy Notice describes how we manage personal data when visiting our offices.

Our office is a community center. There are lots of events held in the office. To find out more and book onto one of them please contact us.

We offer an open door policy and anyone is welcome to drop into the office during opening hours.

If you want to meet one of our team, please contact us to arrange an appointment.

Our privacy notice is structured by providing you with information about how we manage data relevant to all our interactions with you - for example your data protection rights, who to contact, who we share your data with. We then have answers to the common questions that people ask about how we protect data for this interaction.

2 What's changed?

There have been no material changes to the policy since it was last updated. We have changed the way it is presented.

3 Our promise to you

BCH is committed to protecting your privacy. We will always keep your personal information safe and will never sell it to third parties. We will be clear and open with you about why we collect your personal information and how we use it.

4 Who is in control of your information?

We never lose sight of the fact that it is your personal information and you own it and can choose who has access to it and how it is processed.

BCH are registered as the 'Data Controllers' with the Information Commissioner's Office (ICO).

Details are published on a register on the ICO website where you can also find lots of useful information about Data Protection, what it means to you as an individual and how it applies to companies like BCH.

The law within the European Economic Area gives those whose personal data is held by BCH specific rights to control the personal data held about them. These include the right to:

- right of access - to obtain from BCH, confirmation that personal data is held, as well as a written description of such personal data, the purpose(s) for which it is being used, the source(s) of the personal data and details of any recipients
- request corrections of personal data which is inaccurate
- request deletion of data where there is no need for BCH to keep it
- request BCH stops processing associated your personal data
- request we provide you the personal data you have provided us in an electronic format e.g CSV file
- object to any unsolicited information sent by BCH regarding promotions or new products and services
- ask for human intervention in automated decision making, note, however BCH has no automated decision making processes .
- right of withdraw consent to processing personal data at any time

If any individual wishes to contact BCH regarding the personal data held about them or has any other question about BCH data privacy procedures, they should direct an email to Rory Gillert - RGillert@creightonhouse.org send a letter to Rory Gillert at 378 Lillie Road, London SW6 7PH.

If any individual wishes to complain about how BCH is handling data or responding to requests they should contact the Information Commissioners Office - <https://ico.org.uk/concerns/handling/>

5 What we do with your data?

5.1 How does BCH obtain personal data?

All information is provided by you, or if you are part of a group the information may have been provided by your group leader.

We operate closed-circuit television (CCTV) operates inside/outside the building.

5.2 What types of personal data does BCH collect and use?

The personal data collected includes: Name, organisation you represent, time you arrive and leave

5.3 How does BCH use the personal data it holds?

We use the information for security and safety reasons.

5.4 What processing of personal data is done?

Information is processed to mitigate risk of an incident or in response to an incident.

5.6 How long does BCH keep the personal data it holds?

Information is stored for up to one month following visit.

5.8 How does BCH protect the personal data it holds?

The completed pages of the visitors book are removed at the end of the working day and stored in a locked filing cabinet until destroyed.

6 Children's data

Where BCH provide links to websites of other organisations or refer to other services this privacy notice does not cover how those organisations processes personal information.

We would encourage you to read the privacy notices for the other organisations and websites you visit.

7 Links and other services

BCH regards the confidentiality and security of personal data we hold very seriously. BCH has implemented appropriate internal security procedures that restrict access to and disclosure of personal data within BCH. These procedures will be reviewed from time to time to determine whether they are being complied with and are effective. Where data is shared by third parties they are bound by contract to do the same.

BCH has implemented security measures e.g. it has achieved the Cyber Essentials Certification.

8 How is data protected?

9 Policy updates

As part of BCH's commitment to compliance with data privacy requirements, and to reflect changes in BCH's operating procedures, BCH may update the terms of this policy from time to time.

10 Contact details

If any individual wishes to contact BCH regarding the personal data held about them or has any other question about BCH' data privacy procedures, they should direct an email to Rory Gillert - RGillert@creightonhouse.org send a letter to Rory Gillert at 378 Lillie Road, London SW6 7PH.

Last Updated

Jul-18