

Privacy Notice – NOC Visitor

Document ID: 07032022 NOC Visitor Privacy Notice

Version 1

Purpose

This privacy notice covers the personal data that you supply to **The National Oceanography Centre (NOC)** as a visitor to NOC. The organisation is committed to being transparent about how it collects, stores and processes your data and to meet its data protection obligations.

For the purposes of this document you are classed as a visitor which is a term we use to cover users of our buildings and facilities who are not on staff payroll including job applicants, students, contractors, attendees of meetings, conferences and events organised or hosted by NOC, employees of associated organisations and other individuals who require access to NOC buildings and facilities on a temporary basis or for a limited or defined period of time.

What is the legal basis for NOC processing your personal information?

We rely on several lawful bases for processing on your personal data, in line with the retained EU law version of the General Data Protection Regulation ((EU) 2016/279) (the UK GDPR) and the Data Protection Act 2018.

- If we have a contract with you or are taking steps at your request prior to entering into a contract, we may rely on article 6(1)(b) of the UK GDPR, which relates to the processing of data necessary to perform a contract;
- We rely on article 6(1)(c) of the UK GDPR to process some information to allow us to comply with our legal obligations (including health and safety and public liability);
- We rely on article 6(1)(f) of the UK GDPR to process some information for the purposes of our legitimate interests, including when we provide services to you, and when we use information to develop the way in which the NOC operates and fulfils its charitable objectives
- If you provide us with any information about reasonable adjustments you require under the Equality Act 2010 the lawful basis we rely on for processing this information is article 6(1)(c) to comply with our legal obligations under the UK GDPR and the Data Protection Act 2018.

The primary purpose for the personal information we maintain about you as a visitor is to facilitate access to the NOC and, if required, to our IT services, to ensure we can meet our obligations to safeguard you whilst on our premises or using our facilities and to make arrangements for accommodating any needs or requirements you may make us aware of.

We also use individual visitor information to help us understand the make-up of the community we serve. We use it to generate reports and to help us make decisions which will impact visitors and the services you use.

What personal information does NOC process?

NOC collects and processes a range of information about you. We do not collect more information than we need to fulfil our stated purposes and will not keep it longer than is necessary. This includes (as applicable):

- information provided by you such as your name, address, and contact details, including email address and telephone number, date of birth and gender.

- details of your visit, including start and end date.
- information about your nationality and entitlement to visit the UK.
- equal opportunities monitoring information, including information you provide about your ethnic origin, sexual orientation, health and religion or belief.
- other relevant information required by NOC in order to ensure we fulfil our obligations as agreed with you.

As well as information listed above, there is other information we may process depending on the nature of your visit to the NOC. This includes:

- qualifications;
- bank account details as may be required to take a payment from you or to provide you with access to funding;
- information about medical or health conditions, or where a visitor may have a disability for which the organisation needs to make reasonable adjustments; information about your marital status, next of kin, dependants, and emergency contacts.
- publicity photographs and/or video/digital images;
- relevant data (e.g. mobile number) may also be collected and shared for the purposes of the organisation's Business Continuity Plan or Serious Incident Group procedures.

The NOC collects this information in a variety of ways.

For example, data is collected through visitor registration forms, including information obtained from your passport, or other identity documents; from forms completed by you at the start of your visit; from correspondence with you.

In some cases, the organisation collects personal data about you from third parties, such as UKVI to ensure your right to be in the UK has been provided.

Data is stored in a range of different places, including in your electronic visitor file, in NOC's Business Information System, and across other IT systems (including the organisation's network drives and email system).

Who has access to data?

NOC restricts access to personal data on an as-needs-basis. Your information may be shared within People & Skills team, the NOC staff who are responsible for your visit, managers in the area in which you are undertaking study or research, and IT staff if access to NOC systems and data is necessary for your visit.

Your data may also be shared for the purposes of audit compliance and may be transferred to countries outside the UK for information required within the NOC or for audit or compliance purposes, including EU funded grant activity. Data will only be transferred outside the UK where required and where adequate safeguards such as an International Data Transfer Agreement or other contract containing appropriate safeguards are in place.

Do we use any data processors?

NOC engages with a number of third-party processors in providing elements of our business processes: (the below needs analysis to consider who we might pass data to for processing to encompass taking payment for the attendance of events etc...)

If an individual is unwilling to provide some data NOC considers necessary for the business relationship, then NOC may choose not to enter into a relationship with that individual.

How does NOC protect data?

NOC takes the security of your data seriously. The organisation has internal policies and controls in place to ensure that your data is always secure, not lost, accidentally destroyed, misused or disclosed, and is only accessed as required by its employees in the performance of their duties.

Where the organisation engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

How long does NOC keep data?

NOC will retain your personal information only for the time necessary according to the purpose of the holding of the data. Your data will be retained for the time you are deemed to be a visitor of NOC. Once you cease to be a visitor, the data may be retained for as long as may be necessary for NOC business purposes related to the purpose of your visit. This may include for the purposes of relevant audit activity some years after your visit has ended.

Your rights as a data subject

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing;
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact NOC's Legal and Governance team on governance@noc.ac.uk. In the event that NOC is unable to adequately address any concerns you may have about the way in which we use your data, you have the right to lodge a formal complaint with the data protection authority in your country or the UK main data protection regulator, the Information Commissioner's Office (ICO). Full details may be accessed on the complaints section of the Information Commissioner's Office website. Here is the link to <https://ico.org.uk/make-a-complaint/>.

What if you do not provide personal data?

If an individual is unwilling to provide some data NOC considers necessary to meet its obligations, then NOC may choose not to allow access to its buildings or facilities.

About this Privacy Notice

From time to time, we may need to change this privacy notice, for example, if we introduce new data into our business processes supporting your employment contract. Document Name: Privacy Notice – Visitors V1

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