



## General Privacy Notice

### Notice about how we use your personal information

We are the data controller of personal information about you. We are: City of Bristol College. Our address is: College Green Centre, St George's Road, Bristol, BS1 5UA

Our Data Protection Officer is Joanne Ward. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at Corporate Services, City of Bristol College, 0117 312 5006, See PSe Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

This notice covers:

- **visitors to the College**
- **suppliers to the College** ,

In each case, you have certain rights, including how to get a copy of your data, how to get it corrected or deleted, and how to complain. **These rights are set out in more detail below.**

Please note that on occasions we may process "special categories" of information about you. This is information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

#### Visitors to the College

##### The information we collect about you and why we collect it

As part of your visit to the College we store and use your personal details and information about your visit for the purposes of managing and operating the College.

- As a visitor (or contractor),





## **Suppliers to the College**

We store and use your information for the purposes of managing our suppliers in respect of the supply of goods and services that our College may need.

### **The information we collect about you and why we collect it**

In order to engage and manage our suppliers, where you are a supplier (or where if it is a company, you are its representative) we collect and store your contact information and, where appropriate, your bank account details.

You may also be asked to provide details of your occupation and your CV.

In addition, where you visit a building we will collect and process the information set out in the "**visitor to our College**" section above.

### **The legal basis on which we collect and use your personal information**

Except in the circumstances highlighted below, we process this information on the basis of our legitimate interests:

- we have a legitimate interest in engaging and managing our suppliers; and
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Organisation / type of organisation:

- Credit reference organisations

Service:

We may supply the name of your organisation (and only the name) to a credit reference organisation in order to establish credit risk