

Privacy Notice

How we use visitor information



The categories of visitor information that we collect, hold and share include

- Personal information - such as name, company details and photograph
- CCTV

Why we collect and use this information

- To meet Health and Safety Legislation
- To meet Fire in the Workplace Legislation
- To keep the site secure and safe

If you do not provide your personal data

If you do not provide the requested data, then the WMA may prevent access to its' offices.

The lawful basis on which we collect and use this information

- Legal Obligation – meeting Health & Safety and Fire in the Workplace Legislation
- Legal Obligation – meeting Safeguarding Legislation

Storing visitor data

Your personal data will be retained for 7 days after your visit. In circumstances when someone is visiting the office on several occasions over a short period, then their personal data will be retained until the final visit and then destroyed 7 days later. We store visitor data on the following systems:

- SignInApp – digital visitor signing-in system
- Fire Register
- CCTV system

Who we may share visitor information with

- The Police
- Our Insurers, when making a claim
- The Health & Safety Executive, when reporting an accident

Sharing of visitor information

We do not share information about visitors with anyone without consent unless the law and our policies allow us to do so.

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Requesting access to your personal data

Under data protection legislation, visitors have the right to request access to information we hold about them. To make a request for your personal information, please contact our Data Protection Officer, details can be found on our website- www.wlma.org.uk/

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer.