



Privacy Notice Visitors and Contractors Policy

Last updated: 30/01/2025

Introduction

Rivermead Inclusive Trust is committed to protecting the privacy and personal data of all individuals, including visitors and contractors, who interact with our organization. This Privacy Notice outlines our policies and practices regarding the collection, use, storage, and disclosure of personal information provided by visitors and contractors to our premises or when accessing our systems.

Information We Collect

When you visit our premises or use our systems as a visitor or contractor, we may collect and process the following personal information:

- Name and contact details, including address, email, and telephone number
- Photographs or video footage captured by our security systems
- Identification documents, such as passports or driving licenses
- Employment details, including job title and company name
- Any other personal information voluntarily provided to us

How We Use Your Personal Information

We may use the personal information collected from visitors and contractors for the following purposes:

- To maintain a record of individuals accessing our premises or systems for security and safety purposes
- To comply with legal obligations and regulatory requirements
- To communicate with visitors and contractors regarding their visit or work

- To provide necessary access rights and permissions for contractors
- To monitor and improve the security of our premises and systems
- To prevent and detect any unauthorized access or breaches
- To investigate and resolve any incidents or complaints
- To fulfill any other purposes directly related to the above

Legal Basis for Processing

The processing of personal information of visitors and contractors is necessary for the legitimate interests pursued by Rivermead Inclusive Trust in order to ensure the security of our premises, protect our systems, and comply with applicable laws and regulations.

Retention of Personal Information

We will retain personal information collected from visitors and contractors only for as long as necessary to fulfill the purposes outlined in this Privacy Notice. The specific retention period may vary depending on the nature of the information and legal requirements.

Security Measures

Rivermead Inclusive Trust takes appropriate technical and organizational measures to ensure the security of personal information collected from visitors and contractors. We have implemented measures to prevent unauthorized access, use, alteration, or disclosure of personal information. Access to personal information is limited to authorized personnel only, and our security systems are regularly reviewed and updated.

Disclosure of Personal Information

We may disclose personal information collected from visitors and contractors to the following recipients or categories of recipients:

- Internal employees and departments involved in managing security and visitor/contractor access
- Third-party service providers who assist us in our operations, such as IT support or security services
- Law enforcement authorities, regulatory bodies, or government agencies as required by law or to protect our rights and interests

International Transfers

Personal information collected from visitors and contractors may be transferred and stored in countries outside the United Kingdom or the European Economic Area (EEA) where our systems or third-party service providers are located. When transferring personal

information internationally, we will ensure appropriate safeguards are in place to protect your personal information in accordance with applicable data protection laws.

Individual Rights

Visitors and contractors may have certain rights regarding their personal information under applicable data protection laws, including the right to access, rectify, erase, restrict processing, and object to the processing of their personal information. To exercise these rights, individuals can contact our Data Protection Officer using the contact details provided below.

Contact Us

If you have any questions or concerns about our Privacy Notice or the processing of your personal information as a visitor or contractor, please contact our Data Protection Officer:

Rivermead Inclusive Trust
Long Catlis Road
Gillingham
Kent
ME8 9TX

Tel: 01634 961080

Email: ritooffice@rivermeadinclusivetrust.org

Email: ritooffice@rivermeadinclusivetrust.org

Phone: Protection Officer's Mr P Dadson & Mr Bjetha 01634961080

Changes to this Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in our practices or legal obligations. Any updates will be posted on our website, and the revised Privacy Notice will be effective upon posting