

Privacy Notice for Visitors and Contractors

1. Introduction

- 1.1. This notice is for all contractors and visitors who work and visit EMSO . It explains the purposes for which we hold information about you (your personal data).
- 1.2. From 25 May 2018, your data will be held in accordance with the General Data Protection Regulation (GDPR).
- 1.3. The European Multidisciplinary Seafloor and water column Observatory (EMSO) is registered with the Italian Authority For Data Protection (*Garante per la protezione dei dati personali* – www.garanteprivacy.it) for the purpose of Data Protection. EMSO's Data Protection Policy can be found here. Further information can also be obtained from Our Data Protection Officer mailing privacy@emso-eu.org
- 1.4. All data is held and processed in line with EMSO 's Data Protection Policy which can be accessed here.

2. What data does EMSO collect and why?

- 2.1. **Access Control System** – If you are issued with an ID card we will collect the following information:
- 2.2. Contractors – Company name, your name and address, contact telephone number, and in certain circumstances a passport size photograph and security notes (special instructions and access restrictions) and times swiped in and out of the building.
- 2.3. Visitors – Name, Company name and address, contact telephone number and in certain circumstances a passport size photograph and security notes (special instructions and access restrictions) and times swiped in and out of the building.
- 2.4. The collected data will be used for recording and controlling access into EMSO campus and security

3. CCTV - Will take images of people around the campus

- 3.1. Closed Circuit Television (CCTV) is installed at strategic locations to provide a safe and secure learning environment in all buildings as a part of EMSO 's commitment to community safety, security and crime prevention.

4. Car Parking Registration and Permit Application

- 4.1. We will collect and retain your personal data when you apply for a EMSO car parking permit or register your vehicle details with our Facilities Helpdesk/Security for parking purposes.
- 4.2. We will collect your name, telephone number, and vehicle details including registration number, staff/student ID card number and bank card details .
- 4.3. We use the data you provide to ensure effective visitor, contractor and car park management, Health and Safety compliance (orderly entry and exiting to and from the car parks and buildings) and inventory management.
- 4.4. We advise of applicable fees and issue the appropriate parking permits using information you provide us.

5. Visitors Register

- 5.1. We maintain a register of visitors which includes visitors, contractors, and external hire participants. For this register we will collect and keep your personal data such as names, company/institution details, telephone number and vehicle registration details. This information is collected for health and safety and security purposes.
- 5.2. We will collect and retain your personal data when you visit our offices in the following ways:
 - 5.2.1. Visitors registers at various entrance receptions
 - 5.2.2. External Contractors register
 - 5.2.3. External Hire register
 - 5.2.4. Key and Equipment issued register
- 5.3. For visitors with children we will also collect date of birth, address and names of parent/guardian/carer.



6. Accidents and Incidents Reporting

- 6.1. EMSO will collect personal data from the injured party or person suffering from ill health, such as, Name, Address, Age, next of kin, details of the incident to include any relevant medical history. The data is collected as EMSO has a legal duty to document workplace incidents/accidents and to report certain types of accidents, injuries and dangerous occurrences arising out of its work activity to the relevant enforcing authority.
- 6.2. Incidents and accidents will be investigated to establish what lessons can be learned to prevent such incidents/accidents re-occurring including introduction of additional safeguards, procedures, information instruction and training, or any combination of these. Monitoring is undertaken but on an anonymised basis. The information is also retained in the event of any claims for damages.

7. Additional notices and guidance/policies

7.1. We also have some additional notices, guidelines and policies with further useful information about the way in which we process your personal data:

8. **EMSO 's Data Protection Code of Practice** –This contains a lot of useful general information on data protection and EMSO practices.
9. **The CCTV Policy** – Find out more information on how we use CCTV system fairly within regulatory guidelines and law to strike an appropriate balance between the personal privacy of individuals using the campuses/buildings and the objective of recording incidents for safety and security. Please see CCTV policy:

10. Legal basis for processing

10.1. The legal basis for processing is as set out below:

Area	Legal basis	Further information
Access Control	Legitimate interests	It is in EMSO 's legitimate interests to ensure that there is a safe environment for work, study and the community accessing facilities
CCTV	Legitimate interests	It is in EMSO 's legitimate interests to ensure that there is a safe environment for work, study and the community accessing facilities
Visitors register	Legitimate interests	It is in EMSO 's legitimate interests to ensure that there is a safe environment for work, study and the community accessing facilities
Accidents and incidents reporting	Legal requirement	This is a requirement under our Health and Safety obligations

11. Disclosures

11.1. EMSO would only disclose information from the access control system, CCTV or visitors register which is required to detect or prevent crime. This is usually on receipt of a Police issued personal data request form. There are instances such as prevention of threat to life or serious injuries, where personal information may be provided without a signed police forms.

12. Retention periods

12.1. Your data will be retained as set out in EMSO 's Records Retention Schedule: see

13. Your Rights

13.1. Under GDPR you have a right to request a copy of your personal data held by EMSO. EMSO is required to fulfil this request within 20 working days.



- 13.2. You can:
 - 13.2.1. access and obtain a copy of your data on request;
 - 13.2.2. require EMSO to change incorrect or incomplete data;
 - 13.2.3. require EMSO to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
 - 13.2.4. object to the processing of your data where EMSO is relying on its legitimate interests as the legal grounds for processing.
- 13.3. Any request for such a copy should be made in writing to privacy@emso.it
- 13.4. Information Commissioner (the Italian Authority For Data Protection – Garante per la protezione dei dati personali – www.garanteprivacy.it)⁴. If you believe that the organisation has not complied with your data protection rights, you can contact the

