

Privacy Notice - General	
Process owner:	Data Protection Officer
To ensure that:	Visitors and suppliers are aware of their rights and privileges under current data protection legislation
Which applies to:	All visitors and suppliers
Monitoring and evaluation:	Deputy Principal Finance & Resources

Introduction
The GDPR introduces changes to the rights of individuals and to the responsibilities of organisations. This document seeks to address these, and to update and replace the existing BCoT staff privacy notice.

Scope
This privacy notice applies to all visitors and suppliers

Notice about how we use your personal information

We are the data controller of personal information about you. We are: Basingstoke College of Technology. Our address is: Worting Road, Basingstoke, RG21 8TN.

Our Data Protection Officer is Greg Devereux-Cooke. 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 gdpr@bcot.ac.uk or 01256 306492.

This privacy notice has been prepared in accordance with the UK General Data Protection Regulation

Date Reviewed: May 2022		Date Review Due: May 2024
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