

Visitors Privacy Notice

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Introduction

This privacy notice will help you to understand what personal data Marshall of Cambridge (Holdings) collects about you, how Marshall of Cambridge (Holdings) uses this personal data, and what rights you have regarding your personal data.

It is important that you read this notice, together with any other privacy notice that is provided to you on specific occasions when we are collecting or processing your personal data, so that you are aware of how and why we are using it.

This notice applies to individual persons who visit the Marshall of Cambridge (Holdings) premises located at The Airport Newmarket Road, Cambridge, CB5 8RX, United Kingdom.

Personal data is any information that can be used to identify a living individual, either on its own, or in combination with other pieces of data. Examples of personal data includes your name and address.

Some personal data is classed as “special category data”. This is data referring to race/ethnicity, religious beliefs, sexual orientation, political opinions, trade union membership, information about your health, genetic and biometric information & criminal records.

Data processing includes the collection, use, and storage of data.

Who we are

For data collected under this privacy notice, Marshall of Cambridge (Holdings) is the Data Controller.

Our Data Privacy Manager can be contacted directly here:

DataPrivacyManager@MarshallADG.com (Marshall ADG Data Privacy Manager) 01223 373206

We will collect, use and store the following personal data about you

Your name

Any information relating to your dietary or access needs (if applicable)

In some cases when visiting the main site, we may require you to complete a security pass application. If this is the case you will receive a copy of the Privacy Notice relating to guests and visitors to these security areas.

The purpose of processing your data

We will record the nature of your visit, time and date of your appointment and any needs you may have in terms of accessibility and dietary requirements for the duration of your stay with us.

The lawful basis for processing your data

Marshall of Cambridge (Holdings) processes your personal data for the purposes of the legitimate interest pursued by the controller, per Article 6(1)(c) of the GDPR.

Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to ask for data that we hold about you that is inaccurate or incomplete to be corrected.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records. If there is no overriding legal reason to keep it.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing

Data Transfers

Your personal data will not be shared with any other organisation. However, in addition to the primary purposes (i.e. Your visit to Marshall of Cambridge (Holdings), we are also legally obliged to share certain data with other public bodies such as National Security Services and will do so where the law requires this; we will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and proportionate.

Data Transfers outside the EEA

Your personal data will not be shared with any organisation outside the EEA.

How long we keep your personal data

We do not normally retain your data once the duration of your visit has completed.

The use of automated decision making

We do not make automated decisions relating to visitors.

Change of purpose

We will only process your personal data for the purpose for which we collected it.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time and we will provide you with a new privacy notice when we make any substantial changes. We will also notify you in other ways from time to time about the processing of your personal data.

How to lodge a complaint

In the event that you wish to make a complaint about how your personal data is being processed by Marshall of Cambridge (Holdings), or how your complaint has been handled, you have the right to lodge a complaint directly with Marshall of Cambridge (Holdings) 's Data Privacy Manager, by emailing:

DataPrivacyManager@MarshallADG.com or by sending written correspondence to The Data Privacy Manager, using the contact details below.

If the complaint is not resolved to your satisfaction, you have the right to lodge the complaint with the Supervisory Authority. The details for each of these contacts are:

	Data Privacy Manager	Supervisory Authority
Contact Name:	Isobel Aylott	Information Commissioners Office (ICO)
Address line:	Marshall of Cambridge (Holdings), Airport House, Newmarket Rd, Cambridge, CB5 8RX	Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF
Email:	DataPrivacyManager@MarshallADG.com	https://ico.org.uk/global/contactus/email/
Telephone:	+44 (0)1223 373206	+ 44 (0)3031231113
Website	https://marshallgroup.co.uk/about-marshall/	https://ico.org.uk/concerns/

The recommended method of communication to the ICO is via their website.

Document Owner and Approval

The Data Privacy Manager is the owner of this document and is responsible for ensuring that this record is reviewed in line with the review requirements of the GDPR.

A current version of this document is available on the Marshall ADG and Marshall Skills Academy websites.

Issue	Description of Change	Approval	Date of Issue
1.1	Amendments incorporated after legal review	Data Privacy Manager	23/05/18
1.2	Updated to reflect changes in Company Internet	Data Privacy Manager	07/03/19

1.3	Updated to reflect Training Delivery rebranding (AeroAcademy to Marshall Skills Academy)		
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