

Visitors Privacy Notice

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Issue No: 1.3

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1. Introduction

This privacy notice will help you to understand what personal data Marshall collects about you, how Marshall 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 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.

2. Who we are

For data collected under this privacy notice, Marshall is the Data Controller.

Our Data Privacy Manager can be contacted directly here:

DataPrivacyManager@MarshallADG.com (Marshall Data Privacy Manager)

+44 (7469) 103461

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

If you are visiting the site on Company Business

- Your full name, your title and your Company details
- Your Photo
- The reason you are visiting (Visitor Type)
- Your contact details

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- Your Nationality
- Your Citizenship
- Any Disability

If you are delivering Goods to site

- Your full name, and Company details
- Information about your photo id
- Vehicle registration

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

- Video images

4. The purpose of processing your data

Marshall processes your personal data for the purposes of:

- Site security
- Compliance with ITAR & EAR regulation and
- Compliance with HMG Personnel Security Controls Version 3 Dec 2017

Please note that CCTV is in operation at this site. Refer to CCTV Security Notice for more details.

5. The lawful basis for processing your data

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

6. 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:

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- 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

7. If you do not provide your personal data

If you do not provide all of the requested personal data, Marshall may prevent access to its site & offices.

8. Data Transfers

Your personal data will not be shared with any other organisation. However, in addition to the primary purposes, 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.

9. Data Transfers outside the EEA

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

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10. How long we keep your personal data

Your personal data will be retained for five years after your visit. In circumstances when someone is visiting the office on several occasions over a short period, their personal data will be retained until the final visit and then destroyed five years later. This is to ensure that we comply with ITAR & EAR regulation.

If your image has been captured on the CCTV cameras it will be retained for thirty-one days.

11. The use of automated decision making

Your personal data is not used in any automated decision making (making a decision solely by automated means without any human involvement) or profiling (automated processing of personal data to evaluate certain conditions about an individual).

12. Change of purpose

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

13. 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.

14. 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, or how your complaint has been handled, you have the right to lodge a complaint directly with Marshall'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:

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	Data Privacy Manager	Supervisory Authority
Contact Name:	Isobel Aylott	Information Commissioners Office (ICO)
Address line:	Marshall, 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 (7469) 103461	+ 44 (0)3031231113
Website	https://marshalladg.com/	https://ico.org.uk/concerns/

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

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