



FIRST LIGHT

FAIR PROCESSING NOTICE FOR VISITORS

First Light collect data about persons when you visit us. We need this information to meet our legal obligations. This Fair Processing Notice explains what data we process, why we process it, our legal basis, how long we keep it and the rights of visitors.

We will always make sure that any personal data is protected and treated securely. Any information that we process will be held in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other UK or EU data protection legislation

Our contact details

First Light is the trading name of First Light South West Ltd

Company number: 3440794 | Charity registration number: 1090457

Registered address: The Business Centre, 2 Cattedown Road, Plymouth PL4 OEG

Phone: 03458 12 12 12

Email: info@firstlight.org.uk

Our Data Protection Officer is Kristy Gouldsmith and she can be contacted at dataprotection@firstlight.org.uk

What data do we process and why do we need it?

We are required by law to keep a record of the name any visitor for fire regulations.

Our legal basis for processing personal data

By law, we need a legal basis for processing personal data.

We process your name because we have a **legal obligation**. You cannot enter our office without putting your name in the visitor's book. We need to know who is in the building for fire regulations.

How long do we hold the personal data of visitors?

We destroy our visitor records every 2 months.

Who do we share visitor's information with?

We share visitor's information with the following, when required:

- The police or other law enforcement agencies if we have to by law or court order;
- Emergency services;
- Our legal advisors;
- Our insurance providers.

Data transfers out of the EU or EEA

We do not transfer any personal data out of the EU or EEA.

Rights of visitors

Your rights

You have rights in respect of our processing of your personal data which are:

- To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
- To rectify incorrect personal data that we are processing.
- To request that we erase your personal data if:
 - we no longer need it;
 - if we are processing your personal data by consent and you withdraw that consent;
 - if we no longer have a legitimate ground to process your personal data; or
 - we are processing your personal data unlawfully
- To object to our processing if it is by legitimate interest.
- To restrict our processing if it was by legitimate interest.

- To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

If you want to exercise any of these rights, please contact us.

If you have a concern about the way we are collecting or using your personal data, please raise your concern with us in the first instance. You may also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.