

How we collect and use your data

COLLECTION OF DATA

In order to facilitate your visit to one of our prisons and to ensure that we deliver appropriate levels of security and safety and prevent crime, for identification purposes we shall collect your name, date of birth, address, a biometric template of your fingerprint and a photograph. A series of reference points from a finger print are collected, allowing a unique identification pattern. We do not collect or hold actual fingerprints.

Our prisons operate CCTV and staff may wear Body Worn Video Recording Equipment. We do not collect biometric readings or photographs of children under 16, however with the use of CCTV, images may routinely be captured.

DATA SHARING

We will only share your information with a third party where there is a legal obligation to do so.

RIGHTS OF ACCESS, CORRECTION, ERASURE AND RESTRICTION

You have legal rights in connection with personal information. Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing.
- Object to processing of your personal information by us or on our behalf in certain situations.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

DATA RETENTION

We keep personal data in accordance with our clients’ and Sodexo’s retention procedures. These retention periods depend on the nature of the information (e.g. we apply different retention periods to different type of information such as CCTV and your visitor record), and may be subject to change. If you have any questions or concerns about how long we retain your personal data, please contact the Data Protection Officer using the details below.

FURTHER ADVICE / GUIDANCE

To exercise your rights, you can contact us by writing to us at the following address:

dataprotection.ukandie@sodexo.com or email the Global Data Protection Office at the following email address: dpo.group@sodexo.com stating your surname, first name and the reason for your request. We will most likely ask you for additional information in order to identify you and to enable us to deal with your request

You also have the right to contact the Information Commissioner’s Office and file a complaint. (<https://ico.org.uk/concerns/>)