

Photography privacy notice

This photography privacy notice describes how Leicester College protects and makes use of any photos which you give to Leicester College or allow the College to take of you.

If you provide a photo or allow your photography to be taken, it will only be used in the ways described in this privacy notice.

This notice is updated from time to time. The latest version is published on this page and was last updated on <<insert date>>.

What information do we hold about you?

We may take photos of visitors to our events in order to promote the College and provide information about services from the College.

Information we collect from you

As well as taking photos we may also collection the following information to caption photos:

- Name
- Job title
- Contact information including email address and telephone number
- Other information relevant to events

Why do we collect this information?

We may take, store and use photos specifically:

- To promote the College and highlight the services we offer.
- For our own internal records.
- To improve the services we provide.

Data Protection

We take our responsibility for looking after information seriously. More details about are available in our [Data Protection Policy](#).

What do we do with your information?

When we take photography of you specifically we will ask your permission and ask you to complete a form allowing you to choose to:

- Give the College permission to use your image in print and/or online¹.

If you have agreed that we can use your image you can change your mind easily, via one of the following methods:

- Complete the Withdrawal of Consent Form
- Send an email to <<insert address>>
- Write to us at <<insert details>>

We will never lease, distribute or sell your personal information to third parties unless we have your permission or the law requires us to.

Any personal information we hold about you is stored and processed under our data protection policy in line with the Data Protection legislation.

How long do we keep this information about you?

We keep photography and associated details for five years.

What are my rights?

You can ask us for details about any information we have about you at any time. You have the right to be given this information without undue delay and if any information is inaccurate or missing ask for it to be corrected.

You can at any point ask us to delete information we hold about you.

You can ask us to stop using your information and data if one of the following applies:

- You don't believe that the information we have about you is correct and you want us to stop using your data until the information has been corrected
- You believe that we have processed information about you unlawfully and want us to stop processing your details, rather than us deleting it
- We no longer need the data but you might need it for legal reasons
- You have already asked us not to use your data but we are waiting for a third party to decide whether we have to stop using it or not.

If we make any amends to, or delete data we will do our best to let you know, unless this is impossible or involves disproportionate effort.

If we pass your information to other organisations we will let you know if you ask us for this information.

Even if you ask us to stop processing information about you there may be times when we will still use data about you, for example when it is in the public interest or we have to use the information as an official authority. We won't process data if you ask us to stop unless we can demonstrate that there is a legal need to do so.

¹ Photos which are published online may then be used or shared by visitors to our website or other channels, such as Facebook, Instagram and Twitter.

If you want to find out what information we hold about you, you can submit a subject access request. We will respond to this within one month giving you details of where we got information about you, why we have it and who we share it with (if applicable).

Who can I contact if I have any questions or concerns?

If you have any questions or queries which are not answered by this notice, or a have any potential concerns about how we may use the personal data we hold, please write to the Data Protection Officer at Leicester College, Freeman's Park Campus, Welford Road, Leicester, LE2 7LW or email lhazel@leicestercollege.ac.uk.