WALLACE
RESTAURANT

Privacy notice

NORTH EAST SCOTLAND COLLEGE

KEEP IT SAFE

When you make a reservation at the Wallace Restaurant, our training restaurant at the Fraserburgh Campus, you should know how we collect personal data (information) about you, what we do with it and why. This document – our restaurant privacy notice – will tell you about our processing and about the rights you have in relation to how we use your data. It will also provide you with the details of who to contact if you have any questions or concerns.

Who are we?

North East Scotland College (NESCol) manages the Wallace Restaurant and is responsible for looking after the personal data you give us as patrons. We are known as the 'data controller'. Our address is:

North East Scotland College
Gallowgate
Aberdeen
AB25 1BN

Our Data Protection Officer (DPO) is **Marcelyn Akun** and you can contact her by email at: **dataprotection@nescol.ac.uk**

Why do we collect information about you?

We use the information you give us so we can provide a full restaurant experience to you. We collect your personal information so that we can make restaurant reservations for you and your guests and to inform you of any changes to your booking.

We will also use your personal information to send you information about news, special events and offers for the restaurant. We will ask for your consent before we do this.

Our legal basis for processing your information

Collecting your personal information is necessary to book a table reservation for you and therefore for the performance of the contract we have with you to provide restaurant services.

What personal data do we collect?

We will collect from you when you make an enquiry for a booking:

- Your name
- Your email address
- Your phone number

How do we collect information about you?

Your personal information is collected when you enquire about our restaurant in person, on the phone or by email.

Who your information will be shared with and why?

The Wallace Restaurant will not share your personal information with any third parties or use the information provided for any purpose other than outlined above.

How long do we keep your data?

We will take all reasonable precautions to prevent the loss, misuse or alteration of information you give us. The information you provide will be stored securely and will only be accessed by authorised staff and students of the restaurant.

We will keep your personal data for one year, in line with the NESCol retention schedule. After that it will be disposed of securely.

Do we use automated decision making processes, including profiling?

We do not use your personal data for automated decision making or profiling.

Your rights

You have legal rights about the way the College manages and uses your personal data. You can:

- Ask for a copy of your data, free of charge
- Ask the College to change any data held about you that is incorrect or incomplete
- Ask the College to stop using your personal data until it is rectified.
- Ask for the use of your data to be restricted
- Ask the College to erase your data (known as the 'right to be forgotten)
- Tell us that you have changed your mind if you have previously given consent for your information to be used for a particular purpose
- Ask the College for a portable electronic copy of your data (data portability)

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply. For more information on your rights please see **www.ico.org.uk**.

Further information and contact details

If you have any questions about the processing of your personal data or your rights as a data subject you should contact the College's Data Protection Officer in the first instance:

Marcelyn Akun
Data Protection Officer
North East Scotland College
Gallowgate
Aberdeen
AB25 1BN
Dataprotection@nescol.ac.uk

You can also contact the **Information Commissioner's Office** if you think that your data is not being processed in accordance with Data Protection legislation.

Their helpline is **0303 123 1113** and their website is at **www.ico.org.uk**