



EDClass

Sign In GDPR

Policy

POL010

Issue number 2

Approved by Ian Hargreaves

Sign in GDPR Policy

Introduction

This policy outlines the procedures for collecting, storing, and handling visitor data in our office sign-in system, ensuring compliance with the UK Data Protection Act 2018 (DPA) and General Data Protection Regulation (GDPR).

Data Collection

We will only collect the minimum information necessary for security and visitor management purposes. This typically includes:

- ✓ Visitor Name
- ✓ Contact Details: email address and/ or mobile phone number
- ✓ Company Affiliation
- ✓ Whom they are visiting
- ✓ Date and Time of Visit
- ✓ Photo ID and photo image taken for pre-registered visitors
- ✓ Visitors will be presented with a clear privacy notice explaining what data is collected, why, and for how long it will be retained.

Data Storage and Security

Visitor data will be stored securely in a GDPR-compliant cloud storage solution delivered by zoho.eu:

- ✓ <https://www.zoho.com/crm/gdpr/>
- ✓ <https://www.zoho.com/security.html>.

Access to visitor data will be restricted to authorized personnel who require it for their job duties.

EDClass Ltd implement appropriate technical and organisational measures to protect visitor data from unauthorised access, accidental loss, and destruction.

Data Retention

Visitor data will be retained only for as long as necessary for the purpose it was collected.

This is typically for a short period of no more than 30 days, unless there is a legitimate legal or security reason to retain it longer.

Visitors will have the right to request deletion of their data at any time by contacting our Data Protection Officer (DPO) (see contact details below).

Visitor Rights:

Visitors have the following rights under GDPR:

- ✓ Right to access their personal data
- ✓ Right to rectification of inaccurate data
- ✓ Right to erasure (deletion) of their data
- ✓ Right to restriction of processing of their data
- ✓ Right to data portability
- ✓ Right to object to processing of their data

Procedures for Exercising Visitor Rights

Visitors can exercise their rights by contacting our Data Protection Officer (DPO) at ian@edclass.com or 01909 776 896/ 01909 568 338/ +44 (0) 7977 499 241.

We will respond to all requests within a reasonable timeframe, typically within one month.

Enforcement

This policy will be reviewed and updated regularly to ensure compliance with GDPR.

We will conduct periodic audits of our sign-in system to ensure data security and adherence to this policy.

Contact Information

Data Protection Officer (DPO): Ian Hargreaves – Director/COO/ DPO

Email: ian@edclass.com

Phone: +44 (0) 7977 499 241