

Processing Statement for Property Services

What we do with your data

The Royal College of Physicians Property Services Security Team (RCP PSST) record your information on the security systems to provide a safe and secure experience for all visitors and staff at The RCP. The information is not transferable and is password protected.

Why we need to collect and use your data

Your information is collected in the interest of public safety. The information will only be accessed in relation to health and safety or security incidents at The Royal College of Physicians.

Who we share your data with outside the RCP

The RCP Property Services department will only share your information recorded on security systems if requested by the Police, or other authorities who are dealing with a security or other health and safety related incidents.

How long we keep your data and why

The RCP PSST keep data for:

- Staff – Until your termination of employment with the RCP
- Visitors - 6 months. This is a time frame set into the system.

Where we get your data from

Your information will have been collected upon your:

- As a visitor – on entry to the building
- As a member of staff – at induction.

Your rights

You have the right to:

- Restrict the use of your data (Article 18)
If requested the RCP Property Services Department will be able to anonymise any personal data recorded on our security systems. In doing so restricting the use of your data
- Stop your data being used (Article 21)
If requested the RCP M&E department will be able to anonymise any personal data held on our security systems, in doing so stopping the use of your data.
- have data deleted (Article 17)
The RCP Property Services Department has the ability to 'delete' personal data, thereby removing your information from our security systems.

You have the right to access information which identifies you as a living person, held on RCP systems (Article 15). You also have the right to a copy of your data in a standard format, where technically possible (Article 20). For more information please [contact the data protection officer](#).

Who to contact at the RCP and how to complain

[Contact the data protection officer](#) if you have queries or concerns about the above.

If you are not satisfied with the service provided by the RCP, you have [the right to complain to us](#) or the UK regulator, the Information Commissioner. [See their website](#) for further information on GDPR and your rights.

If the use of your data changes, we will update this statement to reflect that. Regularly reviewing this information ensures you remain aware of what data we hold and use.