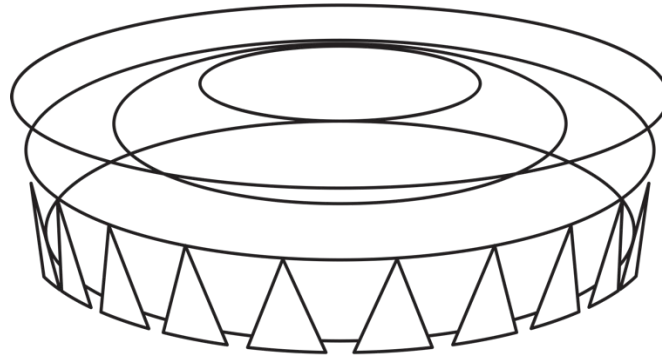


# LONDON STADIUM



THE WORLD'S STAGE

## VenueAware Contractor Privacy Notice

### Version Control

Version	Date	Description	Author
v1.0	29 July 2019	First published version	Danny Budzak

## 1. Introduction

This Privacy Notice describes the types of personal data which can be collected about you, why it is collected, how it will be shared, and what it will be used for by LS 185 in relation to your role as a steward.

The processing of your personal data must be done in accordance with data protection legislation including the General Data Protection Regulation (2016) and the Data Protection Act (2018). These are the Data Protection laws.

For the purposes of the Data Protection Laws, LS 185 is the controller of the personal data that it processes about you. This Privacy Notice describes what personal data LS 185 will collect and for what purposes.

This Privacy Notice also describes what rights and freedoms you have as a data subject and how to contact LS 185 about any questions in relation to your personal data.

## 2. Why Personal Data is Being Collected

Your personal data will be collected for a number of reasons while you are working on or accessing the Stadium. These include:

**Controlled access to the Stadium** – this is to ensure that only authorised personnel have access to restricted areas of the Stadium

**For Health and safety purposes** – only people who have the relevant qualifications and training can access restricted areas of the site, and can act in the role of steward

**To manage staffing resources and to comply with our legal obligations** – to enable LS185 to manage staffing resources to ensure it has the requisite number of appropriately authorised and trained staff at each event

**Crime prevention and detection** – to prevent and/or detect actual or potential criminal activity at the Stadium

## 3. What Personal Data is Being Collected

### Personal Data You and Your Employer Provides to LS185 to Enable You to Work at the Stadium

The data fields below are the personal data which you will be expected to provide directly to the company which employs you. This is to verify your identity, certificates and licensing.

- First name
- Last name
- Date of birth
- National Insurance number

- First four characters of post code
- Email address
- Photograph (head and shoulders)
- SIA Licence number if relevant, with expiry data
- Relevant NVQ with start date and certificate or qualification number
- Any other relevant qualifications

This is known collectively as “Security Staff Data”.

Failure to provide this Security Staff Data will mean that you will not be able to work as a steward/ SIA Door supervisor at an event.

### **Third parties or publicly available resources**

Personal data may be collected about you from third parties.

This includes:

- Your employer or contractors
- Site security

### **Surveillance and Monitoring**

CCTV images (including sound) recording are used at the Stadium to ensure the safety and security of those who attend events, and of those who work there. Signage concerning CCTV is located around the Stadium.

Your image and possibly your voice will be captured on CCTV and occasionally by other security staff using bodycams as part of the security of events at the Stadium.

The data on the cameras records and is over-written unless there is an incident. This data will be retained for the purposes it was collected. The length of retention is described in the retention schedule, which can be obtained from [dataprotection@londonlegacy.co.uk](mailto:dataprotection@londonlegacy.co.uk) or 020 3288 1463.

### **Lawful Basis of the Data Collection**

LS185 must have a lawful basis to process your personal data. The relevant lawful basis for collecting your personal data (described above) are as follows:

#### **Legitimate Interests**

The lawful basis for collecting the personal data is that it is within the legitimate business interests of LS 185 to enable proper management and functionality events at the Stadium.

#### **Legal Obligation**

There is also a legal requirement as defined in the Private Security Industry Act 2001 for all SIA Door Supervisors to carry and display their licence at all times when on duty. The client (LS185) and each agency has to maintain a register of all such staff on site for each event.

## **How Your Personal Data Will Be Collected**

Your personal data will be collected directly from you when you are recruited by a company to work at an event(s) at the London Stadium.

This will be done through an interview process where your personal data will be entered into the VenueAware system.

Where relevant, copies of certificates, licences and qualifications will be photocopied and added to the system.

Your Personal Data will also be provided to us by your employer or contractor.

This data will then be shared between LS185 and your employer/contractor using the VenueAware system.

Access to the London Stadium and the start and end of a shift will be recording electronically, primarily through the use of tablets at induction.

## **4. How Your Personal Data Will be Used**

Security Staff Data will be used in a variety of ways including, but not limited to the following:

- To determine entitlement to work in the UK
- Monitoring access to the London Stadium
- Prevention of accidents at the London Stadium
- Internal record keeping
- To keep you up to date with work and site issues
- Protection of your vital interests – for example, sharing your personal data with the health service in event of a medical emergency

Your personal data will be anonymised and shared with the London Legacy Development Corporation for the purposes of workforce monitoring.

## **5. Potential Sharing of Personal Data**

Security Staff Data may be shared with third parties where necessary and appropriate to do so, or where there is a legal requirement to do so. Those third parties include, but are not limited to, your employer or contractor, the police or HMRC.

## **6. Storage and Management of Your Personal Data**

Security Staff Data will be held within the VenueAware system. This data is held in a data centre in Dublin, Ireland.

Your personal data will be held in accordance with the purpose it was collected for, unless there is a legal reason for keeping it longer. This is described in the retention policy which is part of the Data Privacy Impact Assessment.

When your personal data is no longer needed, it will be securely destroyed in accordance with our retention policy which is available from [dataprotection@londonlegacy.co.uk](mailto:dataprotection@londonlegacy.co.uk)

## 7. Access to Your Personal Data and Your Rights

The Data Protection Laws give you certain rights in relation to your own personal data. These are outlined below.

**Right of access** – you can ask for copies of the personal data which is held about you

**Right to rectification**– you can ask that data is corrected if need be, and if it is incomplete, to be completed

**Right of erasure (right to be forgotten)** – you can ask that data is deleted and no longer processed if it is no longer necessary to do so

**Right to restriction on processing** – you can ask that data is not processed

**Right to data portability** – you can request a portable version of your personal data

**Right to withdraw consent** – if you have consented to provide personal data – then you can withdraw that consent.

Please note that some of the rights mentioned above are only available to you in certain circumstances and have some limitations. For more information, please visit the Information Commissioner's Office website <https://www.ico.org.uk>

## 8. Changes to the Privacy Policy

This Privacy Policy may change over time. If there are any significant changes then you will be contacted to inform. No changes to this policy will be made which will adversely affect your rights as a data subject.

## 9. Contact Details

If you have any questions about your personal data, or this Privacy Policy, please contact:

Data Protection Officer

[dataprotection@londonlegacy.co.uk](mailto:dataprotection@londonlegacy.co.uk)

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