

# Drax Site Visitor Privacy Notice



**drax**

## Site Visitor Privacy Notice

### WHAT'S THE PURPOSE OF THIS DOCUMENT?

This Privacy Notice ("Notice") is intended to provide information regarding how any personal information we collect from you before, during and after you're a visitor to one of our sites will be processed within the Drax Group of companies. It relates to personal data (defined under data protection law) about you that we refer to as personal information in this Notice.

### WHO COLLECTS THE INFORMATION?

Companies operating under Drax Group plc are the joint data controllers of personal information provided by or collected about you. This means that we are responsible for deciding how we hold and use personal information about you and that we are required to notify you of the information contained in this notice. It is important that you read this notice so that you are aware of how and why we are using your personal information and how we will treat it. Depending on the circumstances, we may on occasion provide you with a shorter privacy notice to cover specific types of processing that will be supplemented by this notice.

We may update this Notice at any time, so you are advised to review this Notice at regular intervals.

It is important that you read this Notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information. In particular, you should read our CCTV Privacy Notices and our Tours Privacy Notices (if relevant to you) that are available on our websites.

Please read this Notice as if it's from the Company whose site you are visiting. However, your personal information may also be shared within our group of companies (our "group companies") and so, in this Notice, references to 'we' or 'us' mean the Company and our group companies.

We respect your privacy and are committed to protecting your personal information. Our Group Data Protection Officer is responsible for overseeing questions in relation to this Notice. If you have any questions about this Notice, please use the contact details set out at the end of this Notice in the "Contacting Us" section.

### LEGAL BASIS AND PURPOSE FOR PROCESSING

We will collect various types of personal information from you. Further details of how we use your personal information are set out below.

In the section below, we have indicated with asterisks whether we need to process your personal information:

- \* to pursue our legitimate interests, provided that your interests and fundamental rights do not override those interests
- \*\* to enable us to comply with our legal obligations

There may also be occasions where we need to process your personal information because it is in your vital interests, for example, if you become ill during your visit to one of our sites and we need to call for medical assistance.

### HOW WE'LL USE INFORMATION ABOUT YOU

When you arrange in advance to, or arrive at, one of our sites, we will need to collect the following information about you and\*/\*\*:

- First and last name
- Business name
- Vehicle registration number (if applicable)
- Arrival and departure times

This information will be used for the following purposes:

- In case there is an emergency on site
- To ensure site security is maintained
- To ensure appropriate and safe use of our car parks

Depending on your reasons for visiting our site, we may take photographs of you and if that is the case, we will make you aware that images are being recorded and for what purpose. If you do not want to have your image recorded (e.g. photo or video), then if it is not a security requirement, we will respect your wishes and not record you, or obfuscate your image from the record.

### CHANGE OF PURPOSE

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will usually notify you and we will explain the legal basis which allows us to do so.

### DISCLOSURE OF YOUR INFORMATION

We are unlikely to share your personal information with anyone outside of the Company but if we do, we require all service providers (e.g. security or occupational health) and our Group companies that we share your personal information with to respect the privacy and security of your personal information and to treat it in accordance with the law. We do not allow our third-party service providers, including Group companies, to use your personal information for their own purposes and only permit them to process your personal information for specified purposes and in accordance with our instructions.

Most of the personal information we collect about you will remain in the country you are employed. Where a service provider is based outside the UK or Canada, they are required to comply with the data protection law. If that is the case, we ensure a similar degree of protection is afforded by ensuring at least one of the following safeguards is implemented:

We will only transfer your personal information to countries that have been deemed to provide an adequate level of protection for personal information by the relevant regulator; or where we use certain service providers who are not in a 'adequate' country, we may use specific contracts approved by the regulator which give personal information the same protection it has in the UK or Canada as required.

If you would like to know the specific mechanism used by us when transferring your personal information out of the UK or

Canada, please contact us using the details in the "Contacting Us" section at the end of this notice

## STORAGE OF YOUR PERSONAL INFORMATION

We will only keep your personal information for as long as necessary to fulfil the relevant purpose(s) we collected it for, as set out above in this Notice, and for as long as we are required to keep it for legal purposes.

To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorised use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal requirements.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know that information. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal information breach and will notify you and any applicable regulator where appropriate.

## RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

### Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

### Your rights in connection with personal information

Data protection laws provide you with rights when your data is processed in the UK and Canada. Where you are not entitled to exercise a right, we will consider your request and feedback accordingly.

- **Request information** about how and with who your personal information is being used or shared (UK and British Columbia)
- **Request access** to your personal information. This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it (UK and Canada);
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected (UK and Canada);
- **Request erasure** of your personal information in certain circumstances. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below). However, this is not an absolute right and there will

be circumstances where we are required to retain your personal information even if you are no-longer an employee of ours, for example, to administer pension benefit (UK only);

- **Request the restriction of processing** of your personal information in certain circumstances. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing (UK only);
- **Request the transfer** of your personal information to yourself or another party (UK only).

You also have a **Right to Object** to the processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground (UK only).

If you want to exercise any of these rights, please contact us using the details in the "Contacting Us" section at the end of this notice.

Please note, you have the right to make a complaint at any time to the regulator for data protection issues as follows:

[UK Information Commissioner's Office \(ICO\)](#)

[Office of the Privacy Commissioner of Canada](#)

[Office of the Information & Privacy Commissioner for British Columbia](#)

[Office of the Information & Privacy Commissioner for Alberta](#)

We would, however, appreciate the chance to deal with your concerns before you approach the regulator, so please contact us in the first instance using the contact details set out below.

You also have a right to request a file review by the regulator (Canada only)

### No fee usually required

You will not usually have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

### What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### Timing of our response

We do our best to respond to all legitimate requests within 30 days. Occasionally, it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

## RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time (UK and Canada).

To withdraw your consent, please contact us using the details in the "Contacting Us" section at the end of this notice. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

## CONTACTING US

If you wish to submit an individual rights request or complaint, or you are a law enforcement or government organisation wishing to make an enquiry, please visit our [secure portal](#).

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