



Northern Ireland  
Assembly

# Visitor Management Privacy Notice

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## 1.0 Background

- 1.1 This notice sets out how information provided during the issuing of a temporary or visitor pass will be processed and retained securely on the Visitor Management System at Parliament Buildings.
- 1.2 The Northern Ireland Assembly Commission introduced a new Identification Pass and Visitor Management System for all Parliament Building users in January 2012.
- 1.3 The VMS system brings health and safety benefits by providing information on building occupancy in an emergency scenario, and enables security staff to assess the validity of each identification pass upon presentation.
- 1.4 The Visitor Management System (VMS) consists of two elements:
- The Permanent Assembly Identification pass element: managing all Parliament Building users entitled to an Assembly Identification pass;
  - and the temporary visitor identification pass element: managing all Parliament Building users not entitled to an Assembly ID Pass, which includes: Press passes; Contractors passes; Temporary passes (Secretariat and Civil Servants); Visitor passes; Education passes; and Function passes, all of which are only valid for the day of issue.

## 2.0 ESCORTED VISITORS

- 2.1 Visitor passes and Function Passes are issued to all visitors who are entering Parliament Buildings with the intention to visit a place other than the Great Hall and surrounding public areas:  
*i.e. to attend Plenary; Committee meeting; attending a Function; an event; a private tour; or a pre-arranged meeting with an MLA or Business area.*
- 2.2 This pass is also issued to Contractors who have not provided a valid level of clearance when entering the building.
- 2.3 These passes are valid only for the day of issue; the pass must be worn and the visitor must be escorted at all times.

### 2.4 Processing Escorted Visitors.

Escorted Visitors	Processing Escorted Visitors
<p>Visitor Passes.</p> <p><i>Issued to visitors who are required to be escorted while in Parliament Buildings</i></p>	<ul style="list-style-type: none"><li>• On arrival at an Access Point a visitor will be required to provide their Forename; Surname; and Sponsor to allow a visitor pass to be Issued:</li></ul>

	<ul style="list-style-type: none"> <li>An Image will be taken, printed on the pass and forms part of the VMS record.</li> </ul>
<p><b>Function Passes</b></p> <p><i>Issued to visitors who have been invited to attend Functions; Events; Visits; and Private Tours at Parliament Buildings.</i></p>	<ul style="list-style-type: none"> <li>Function Passes display: the name of the event; the sponsor; the Visitors forename and surname.</li> <li>No images are captured for Function Passes.</li> <li>Function Passes are generated from Guest Lists provided by the organisers at least 48hrs before the start of an event and contain the forename and Surname of each visitor to an event.</li> <li>The pass is produced, marked in and issued to the guest as they arrive at Reception.</li> </ul>

## 2.5 Managing Escorted Visitor Information.

Escorted Visitors	Managing Escorted Visitor Information
<p><b>Visitor Passes.</b></p> <p><i>Issued to visitors who are required to be escorted while in Parliament Buildings</i></p>	<ul style="list-style-type: none"> <li>The Visitor Pass is returned by the visitor when leaving the building and the pass is destroyed.</li> <li>The record and associated Image are held on the system for a minimum of 28 days, before automatic deletion. <i>If a visitor returns within 28 days, the record and image remain on the system for a further 28 days.</i></li> <li>A report detailing names of visitors; date of visit; times of arrival and exit; and sponsor is generated and held on a secure network drive for three years for insurance purposes.</li> </ul>
<p><b>Function Passes</b></p> <p><i>Issued to visitors who have been invited to attend Functions; Events; Visits; and Private Tours at Parliament Buildings.</i></p>	<ul style="list-style-type: none"> <li>The Function Pass is returned by the visitor when leaving the building and the pass is destroyed.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Function pass records are held securely on the VMS for 28 days. Before being automatically removed.</li> <li>• A report detailing names of visitors; date of visit; times of arrival and exit; and Function is generated and held on a secure network drive for 90 Days.</li> </ul>
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### 3.0 UNESCORTED VISITORS

- 3.1 A proportion number of building users access Parliament Buildings on a regular basis, but who are not eligible for an Assembly ID pass.
- 3.2 A Temporary Pass with unescorted access to Parliament Buildings may be issued on sight of a valid: Civil Service pass; UK or Irish Parliamentary pass; or confirmation from Usher management that the person is Secretariat or Party/Member support.
- 3.3 A Contractor pass with unescorted access to Parliament Buildings may be issued to contractors who provide Usher Service Administration with sight of a basic level of clearance or higher (Basic level: Access NI; Disclosure and Baring Service - England and Wales; or Disclosure Scotland).
- 3.4 A Media pass is issued with unescorted access to the public areas and the basement at Parliament Buildings is issued to members of the media who provide sight of a current NUJ card or proof of employment with a recognised media outlet. (*Detail is set out in the Communications teams - Media Handbook*).
- 3.5 PSNI Officers not in uniform are issued a Temporary Pass on production of a valid warrant card, an image is not captured.

#### 3.6 Processing Unescorted Visitors.

Unescorted Visitors	Processing Unescorted Visitors
<b>Temporary Pass</b> <i>Secretariat; Party/Members staff; Civil Servant; Police/CPU; Member of other Legislature</i>	<p>On arrival at Access Point, validation of right to a temporary pass will be confirmed by Usher Services staff.</p> <p>Forename and Surname will be captured allowing pass to be processed.</p> <p>An Image will be taken, printed on the pass and forms part of the VMS record.</p>

Media	<p>On arrival at Access Point, validation of right to a media pass will be confirmed by Usher Services staff.</p> <p>Forename and Surname will be captured allowing pass to be processed.</p> <p>An Image will be taken, printed on the pass and forms part of the VMS record.</p>
Contractor Pass	<p>Forename, Surname, Date of Birth; Company and the date clearance ends are provided by the business area or by the contractor and captured securely on the contractor database prior to the contractors visit;</p> <p>On the arrival of the contractor at an Access Point this information is accessed by Usher Services Staff, who use this information to create and process a Contractor Pass.</p> <p>An Image will be captured, printed on the pass and forms part of the VMS record.</p>

### 3.7 Managing Unescorted Visitor Information.

Unescorted Visitors	Managing Unescorted Visitors Information
<p><b>Temporary</b>  <i>Secretariat; Party/Members staff; Civil Servant; Police/CPU; Member of other Legislature</i></p>	<ul style="list-style-type: none"> <li>• The visitor returns the pass when leaving and the pass is destroyed.</li> <li>• The record and associated Image are held on the system for a minimum of 90 days, before automatic deletion.  <i>If a visitor returns within 90 days, the record and image remain on the system for a further 90 days.</i></li> </ul>

Media	<ul style="list-style-type: none"> <li>• The member of the press returns the pass when leaving and the pass is destroyed.</li> <li>• The record and associated Image are held on the system for a minimum of 90 days, before automatic deletion. <i>If a member of the press returns within 90 days, the record and image remain on the system for a further 90 days.</i></li> </ul>
Contractor Pass	<ul style="list-style-type: none"> <li>• The contractor returns the pass when leaving and the pass is destroyed.</li> <li>• The record and associated Image are held on the system for a minimum of 90 days, before automatic deletion. <i>If a Contractor returns within 90 days, the record and image remain on the system for a further 90 days.</i></li> <li>• The Contractors details are retained on the Contractor Clearance Database until their clearance has expired when it is automatically removed, or the contractor requests for their record to be removed.</li> </ul>

#### 4.0 Managing Your Personal Data.

Managing Your Personal Data.	
Why the Northern Ireland Assembly processes personal data?	The VMS system brings health and safety benefits by providing information on building occupancy in an emergency scenario, and enables Usher Services staff to assess the validity of each identification pass upon presentation.
The lawful basis for processing personal data.	The processing of this data is deemed necessary for the administration of justice, or for exercising statutory, governmental, or other public functions.
The categories of personal data we are processing.	The Assembly Commission is processing personal data which can identify a living individual through its lawful capture of images

	for use on an Assembly Identification Pass and the Visitor Management System.
From where do we obtain your personal data?	When an applicant requests an Assembly Identification Pass, the Personal Information required to produce the pass is captured. The Personal Information is captured and stored in a secure environment by Usher Services administration staff.
Do we share your personal data?	Personal information is not automatically shared with other business areas, or organisations. It is intended, unless otherwise required by law, to safeguard all individuals' rights to privacy.
Do we transfer your personal data to other countries?	Personal data is not transferred to other countries. Should a transfer to another country be required by law, the transfer will only be made if that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.
How long do we keep your personal data?	Personal Data is retained until there is no longer a requirement for the holder to retain an Assembly Identification Pass, as per the Assembly's Security Policy.
How do we use your personal data to make decisions?	The Visitor Management System is not used for automatic decision making.
What rights do I have?	<ul style="list-style-type: none"> <li>• You have the right to obtain confirmation that your data is being processed and access to your personal data.</li> <li>• You are entitled to have personal data rectified if it is inaccurate or incomplete.</li> <li>• You have a right to have personal data erased and to prevent processing, in specific circumstances.</li> <li>• You have the right to 'block' or suppress processing of personal data, in specific circumstances.</li> <li>• You have the right to data portability, in specific circumstances.</li> </ul>
How do I make a complaint in relation to my personal data	The Northern Ireland Assembly Commission's Information Standards Officer may be contacted at the following address:

The Information Standards Officer,  
Parliament Buildings,  
Ballymiscaw,  
Stormont,  
Belfast  
BT4 3XX

Telephone: (028) 90 521137

Email: [martina.dalton@niassembly.gov.uk](mailto:martina.dalton@niassembly.gov.uk)

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

**Information Commissioner's Office**

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

<https://ico.org.uk/global/contact-us>