

PRIVACY NOTICE

This privacy notice is for the processing of personal information collected by Closed Circuit Television (CCTV).

The data controller for the information being collected and used is South Lanarkshire College. Our registered office is College Way, East Kilbride, G75 0NE. If you have any concerns or queries about how we use your personal data you can contact our Data Protection Officer at dpo@slc.ac.uk

Your personal information

The following information will be processed:

- images and footage from which individuals may be able to be identified.

How we will use your information

The College will use your personal information for the following purposes:

- to help ensure the health, safety and wellbeing of all College staff, students and visitors
- to protect the security of and to reduce damage to College premises by monitoring and securing car parks and building entrances
- to reduce the possibility of crime generally by deterring individuals who have criminal intent
- to provide evidence of incidents for insurance claims or legal proceedings
- to facilitate the identification of any activities/events which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to managers and/or to a member of staff or student against whom disciplinary or action is being taken or investigated
- to support law enforcement services by assisting in the detection of crime and the identification, apprehension and prosecution of offenders in relation to crime and public order.

Our lawful basis for using this information

Where we use CCTV footage for the purposes of ensuring the health, safety, wellbeing and the physical security of staff, students and visitors, or as part of a process to address improper conduct, we do so as part of undertaking our public tasks as a Further Education College. Where some of the data includes special category data, our additional lawful basis is that the use is necessary for reasons of substantial public interest and is authorised by law.

This is based on the Health & Safety at Work Act 1974, sections 2, 3 and 4 and the Data Protection Act 2018, Schedule 1, Part 2, section 12.

Sharing Your Information

We may share CCTV images or footage with law enforcement bodies for the purposes of preventing or investigating crime, or to aid the apprehension and prosecution of offenders. Our legal basis for this is recognised legitimate interest.

We may share CCTV images or footage with insurers for insurance purpose, or as necessary in relation to legal proceedings, either in the legitimate interests of the College or a third party. If this is the case, we will assess the aim of the processing against the rights and freedoms of the individuals concerned.

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Retention of Information

The College will retain your data for as long as it's required for the purpose and as detailed below.

In accordance with the College's CCTV policy, we retain CCTV images/footage for 30 calendar days from their capture. In some instances, a longer retention may be required where a law enforcement body is investigating a crime as part of an active investigation or for another legal reason. In this instance a new retention date will be fixed for the footage.

Your Rights

You have the following rights in relation to your personal data:

- Right of access to copies of your personal data (subject access request)
- Right to rectification if personal data we hold about you is incorrect
- Right to restrict processing of your personal data
- Right to complain to the Information Commissioner's Office about how we handle your data.

In some circumstances you also have the following rights:

- Right to object to our processing of your personal data
- Right to request erasure of your personal data (deletion)
- Right to data portability.