**Privacy Notice –CCTV and video surveillance**

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| **Privacy Notice** |
| This privacy notice explains how the University of Strathclyde will use your personal information and your rights under data protection legislation.  It is important that you read this notice prior to providing your information. |
| **Who we are** |
| The University of Strathclyde is the organisation responsible for your personal data in terms of data protection legislation (the data controller). |
| **Information we collect and use about you** |
| The University operates CCTV on its main John Anderson campus and also any satellite locations for which we have responsibility for the CCTV system, e.g.: Power Network Distribution Centre; Advanced Forming Research Centre; and National Manufacturing Institute Scotland. There are ‘streetscape’ cameras covering these locations as well as cameras within University buildings in both public and secure areas.  Cameras are controlled and monitored by University Security Services staff from a secure, restricted location. This privacy notice does not cover use of CCTV for any other purpose or within the Strath Union premises. |
| **Why we require this information and our lawful basis** |
| The CCTV system is used as set out in our CCTV policy and to meet the following key objectives:   * to detect, prevent or reduce the incidence of crime; * to prevent and respond to any incidents which may affect the safety and security of the University community and the University estate; * to assist in the management of University facilities/estate * to assist with health and safety investigations; and * to investigate suspected breaches of University regulations/policies/procedures; * defending the University in relation to any claims made against it, including employment tribunals.   For general operation of the CCTV system, the University considers it to be in our legitimate interests. Depending on the circumstances, processing of CCTV footage may also be based on: public task and contract. Special category data is not intended to be captured through the operation of the system. If any special category data is captured or can potentially be deduced from images, then an appropriate lawful basis must be identified if the images are to be used for any specific purpose. |
| **Disclosing your information** |
| Images may be disclosed to third parties upon receipt of an official request and if the stated purpose aligns with one of those set out above. Any request will be considered in line with applicable legislation and taking into account data protection considerations. Most commonly requests are  received by the police but may also be received from other statutory authorities with the power to investigate, e.g. HRMC, councils, trading standards etc. The University can also be required to disclose information under a court order. |
| **How long your information is retained** |
| DVR units are programmed to automatically delete any recorded video files which are older than 14 days.  Any images retained (on CDROM or DVD) to be used as evidence are kept securely within the Security Control Room. Security supervisors are responsible for images retained for evidential purposes. Any images will be retained only for as long as required (generally 3 months if no other request is made for them) and will then be destroyed. |
| **Your rights** |
| Under data protection legislation, you have a number of rights\* including the right to:   * withdraw consent, at any time, where that is the lawful basis of our processing; * access your personal data and obtain a copy, free of charge; * rectify inaccuracies in personal data that we hold about you; * erasure, that is have your details removed from systems that we use to process your personal data; * restrict the processing in certain ways; * obtain a portable copy of data you have given to us in a commonly used electronic form; and * object to certain processing of your personal data by us.   **\*Please note that the ability to exercise these rights will vary and depend on the lawful basis under which the processing is being carried out.**  Please contact [dataprotection@strath.ac.uk](mailto:dataprotection@strath.ac.uk) if you wish to exercise/enquire about any of these rights. |
| **Complaints** |
| If you wish to make a complaint about how we have handled your personal data, you can contact the Data Protection Officer at [dataprotection@strath.ac.uk](mailto:dataprotection@strath.ac.uk).  If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you also have the right to complain to the Information Commissioner’s Office (<https://ico.org.uk/concerns/>). |