



Privacy Notice –CCTV and Video Surveillance

Privacy Notice
This privacy notice explains how the University of Strathclyde will use your personal information and your rights under data protection legislation.
Who we are
The University of Strathclyde is the organisation responsible for your personal data in terms of data protection legislation (the Controller).
Information we collect and use about you
<p>The University of Strathclyde uses video surveillance equipment within its business premises and the external areas of the University campus. The main systems used are closed circuit television (CCTV) systems. However, the term 'CCTV' should be understood to include other 'video surveillance' or other image recording systems the University may employ for the same purposes (as set out below), e.g. Automatic Number Plate Recognition (ANPR).</p> <p>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; National Manufacturing Institute Scotland; and Stepps playing fields. There are 'streetscape' cameras covering these locations as well as cameras within University buildings in both public and secure areas.</p> <p>This privacy notice relates only to CCTV operated by or on behalf of the University for the purposes set out below and in the University's CCTV Policy.</p>
Why we require this information and our lawful basis
<p>The CCTV system will be used for the following purposes:</p> <ul style="list-style-type: none">• to reduce the fear of crime and to reassure the University community and the wider public;• to detect, prevent or reduce the incidence of crime and anti-social behaviour;• 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 protection and management of University assets, facilities, or estate, including traffic management/car parking; and• to assist with the investigation of University regulations, policies and procedures. <p>Any CCTV or video surveillance system used anywhere on the University campus which is used for these purposes is covered by this privacy notice. Associated purposes for the use of CCTV may apply, depending on the specific circumstances, e.g. defending the University against claims made against it. These will be considered on a case-by-case basis, to ensure consistency with the CCTV Policy and applicable legislation.</p>

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

In general, recorded CCTV images are automatically deleted after 14 days. Some project-specific CCTV data is routinely retained for 30 days.

Where an incident has led to or is considered likely to lead to further investigation, either internally or externally, relevant images will be downloaded. In normal circumstances copies will be erased after 3 months if no further request is made for them, from the date of download.

Any images downloaded from the CCTV system must be stored securely until deleted. Images must be securely disposed of, irrespective of the media on which they are stored.

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 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.

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/>).