

## Privacy Notice – CCTV

### The Data Controller of the information being collected is:

West College Scotland, Clydebank Campus, Queens' Quay, Glasgow. G81 1BF

ICO Registration Number: ZA004894

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at: [dpo@wcs.ac.uk](mailto:dpo@wcs.ac.uk)

### This privacy statement relates to the following process:

Recording and sharing of CCTV footage on West College Scotland sites.

The CCTV installation within West College Scotland provides limited coverage, however, if suitable images are available your information will be used for the following purposes:

- To assist in securing premises and ensuring safety and security of students, staff and visitors
- To support the identification, apprehension and prosecution of offenders in relation to crime, if footage is requested by relevant authorities.
- To comply with Awarding Body testing requirements.

### Our lawful basis for using the data is/are: (delete as appropriate)

- Use is necessary for us to comply with a legal obligation: Health and Safety at Work etc. Act 1974
- Use is necessary for the performing a task in the public interest or under official authority vested in us: safety and security of staff, students and visitors. Security of property.

### The data being used includes special category (sensitive) data. Our legal reason for using this sensitive data is/are:

- Processing is necessary for reasons of substantial public interest and is authorised by domestic law proportionate to the aim pursued. Data Protection Act 2018, Schedule 1, Part 2 (10) – preventing or detecting unlawful acts (when sharing footage with relevant authorities)

### Your data will, or may, be shared with the following recipients or categories of recipient:

Police Authorities, Courts, legal representatives.

### This process does not involve your data being sent outside of the European Union.

### The processing of your data does not involve automated decision making.

### Your data will be retained for the following length of time:

Awarding Body Testing requirements: 30 days.

General CCTV footage: 60 days, after which footage is automatically and securely destroyed.

\*Should it be necessary for images to be retained for longer, as they require to be retained for the purposes for which the College uses the CCTV system, such as disclosure to a third party (including

the Police) under Data Protection Law or retained by the College as evidence in an ongoing investigation, then copies of the relevant images will be securely transferred to a secure encrypted computer file.

\*In these circumstances, the listed GDPR provisions do not apply:

In this Part of this Schedule, "the listed GDPR provisions" means—

- (a) the following provisions of the GDPR (the rights and obligations in which may be restricted by virtue of Article 23(1) of the GDPR)—
- (i) Article 13(1) to (3) (personal data collected from data subject: information to be provided);
  - (ii) Article 14(1) to (4) (personal data collected other than from data subject: information to be provided);
  - (iii) Article 15(1) to (3) (confirmation of processing, access to data and safeguards for third country transfers);
  - (iv) Article 16 (right to rectification);
  - (v) Article 17(1) and (2) (right to erasure);
  - (vi) Article 18(1) (restriction of processing);
  - (vii) Article 19 (notification obligation regarding rectification or erasure of personal data or restriction of processing);
  - (viii) Article 20(1) and (2) (right to data portability);
  - (ix) Article 21(1) (objections to processing);
  - (x) Article 5 (general principles) so far as its provisions correspond to the rights and obligations provided for in the provisions mentioned in sub-paragraphs (i) to (ix); and

As they relate to Schedule 2, Part 1, 2:

*Crime and taxation: general*

- 2 (1) The listed GDPR provisions and Article 34(1) and (4) of the GDPR (communication of personal data breach to the data subject) do not apply to personal data processed for any of the following purposes—
- (a) the prevention or detection of crime,
  - (b) the apprehension or prosecution of offenders, or
  - (c) the assessment or collection of a tax or duty or an imposition of a similar nature,
- to the extent that the application of those provisions would be likely to prejudice any of the matters mentioned in paragraphs (a) to (c).

**The following rights are rights of data subjects:**

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

**You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data. Contact: [casework@ico.org.uk](mailto:casework@ico.org.uk)**