

## Privacy Notice – CCTV Footage and Images

### 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 collection and use of personal data in the form of CCTV (Closed Circuit Television) footage and images.

### Purposes

The purpose of the CCTV system on campuses is the creation of a safer environment for the benefit of staff, students, and visitors to the College, by providing security of the premises, and assisting in the detection and investigation of crime. We collect and use this information to:

- facilitate the protection of staff, students, visitors, and College assets.
- facilitate the monitoring of the security of premises.
- support the investigation of misconduct in accordance with the College's disciplinary procedures.
- operate to comply with awarding body testing requirements.
- assist in the identification of offenders in relation to criminal investigations (if footage is requested by law enforcement authorities).
- provide details of incidents involving insurance claims or legal proceedings.

### Lawful Bases

**For personal data:** use is necessary for us to comply with a legal obligation. The Health & Safety at Work Act 1974, sections 2, 3 and 4.

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, and compliance with Awarding Body matriculation requirements.

Recognised legitimate interest (when disclosing to law enforcement agencies).

**For special category data:** use is necessary for reasons of substantial public interest under the following conditions in The Data Protection Act 2018: Sch. 1 Part 2, 6 (2)(a) legal obligation, and 10 (preventing unlawful acts) and 20 (insurance purposes).

### Your data may be disclosed to following:

- Awarding bodies.
- Police Authorities, courts and legal representatives.
- Insurance companies in the instance of damage to College property.

- We may also share personal data (CCTV footage) with other third parties where we are required to do so by law or where we consider we have a lawful basis to do so.

In all cases, personal data will not be disclosed without a lawful basis.

This process does not involve your data being sent outside of the UK.

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

### **Retention**

In line with the College's CCTV policy, we retain CCTV images for a period of up to 30 days, after which footage is automatically and securely destroyed.

In some instances, a longer retention period may be required, such as where a law enforcement body is investigating a crime as part of an active investigation or to support the purposes listed above.

In such instances a new retention date will be fixed. Once there is no longer a valid reason to retain the images, they will be deleted / disposed of securely by authorised personnel.

CCTV footage collected for Awarding Body Testing requirements will be held in line with Awarding body requirements.

### **Your Rights**

- 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

#### **The following rights apply only in certain circumstances:**

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data. Visit: <https://ico.org.uk/>