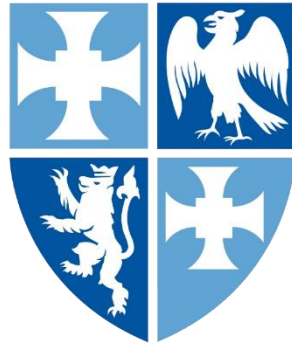


St. John's College, Durham
**CCTV Policy and Privacy
Notice**



Published

27.01.2025

Circulation

This Policy is made available to all staff and students via the St John's College website. An email notification will be sent following any update and provision of a hard copy will be made available to those without email access. All new employees are provided with a copy during their induction, and this is recorded on the induction checklist.

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Privacy Notice - Individuals captured by CCTV

Part 1: Generic Privacy Notice Information

St John's College has a responsibility under data protection legislation to provide individuals with information about how we process their personal data. We do this in several ways, one of which is the publication of privacy notices. Organisations variously call them a privacy statement, a fair processing notice or a privacy policy.

To ensure that we process your personal data fairly and lawfully we are required to inform you:

- Why we collect your data
- How it will be used
- Who it will be shared with

We will also explain what rights you must control how we use your information and how to inform us about your wishes. St John's College will make the Privacy Notice available via the website and at the point we request personal data.

Our privacy notices comprise two parts – a generic part (i.e. common to all our privacy notices) and a part tailored to the specific processing activity being undertaken.

Data Controller

The Data Controller is St John's College. If you would like more information about how the College uses your personal data, please contact St John's College:

Email: johns.data@durham.ac.uk

St John's college also coordinates responses to individuals asserting their rights under the legislation. Please contact the college in the first instance.



Data Protection Officer

The Data Protection Officer is responsible for advising the college on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the College is processing your personal data, please contact the Data Protection Officer:

email: johns.data@durham.ac.uk

Your rights in relation to your personal data

Privacy notices and/or consent

You have the right to be provided with information about how and why we process your personal data. Where you have the choice to determine how your personal data will be used, we will ask you for consent. Where you do not have a choice (for example, where we have a legal obligation to process the personal data), we will provide you with a privacy notice. A privacy notice is a verbal or written statement that explains how we use personal data.

Whenever you give your consent for the processing of your personal data, you receive the right to withdraw that consent at any time. Where withdrawal of consent will have an impact on the services, we are able to provide, this will be explained to you, so that you can determine whether it is the right decision for you.

Accessing your personal data

You have the right to be told whether we are processing your personal data and, if so, to be given a copy of it. This is known as the right of subject access. You can find out more about this right by contacting the College's

Right to rectification

If you believe that personal data we hold about you is inaccurate, please contact us and we will investigate. You can also request that we complete any incomplete data.



Once we have determined what we are going to do, we will contact you to let you know.

Right to erasure

You can ask us to erase your personal data in any of the following circumstances:

- We no longer need the personal data for the purpose it was originally collected
- You withdraw your consent and there is no other legal basis for the processing
- You object to the processing and there are no overriding legitimate grounds for the processing
- The personal data have been unlawfully processed
- The personal data must be erased for compliance with a legal obligation
- The personal data have been collected in relation to the offer of information society services (information society services are online services such as banking or social media sites).

Once we have determined whether we will erase the personal data, we will contact you to let you know.

Right to restriction of processing

You can ask us to restrict the processing of your personal data in the following circumstances:

- You believe that the data is inaccurate and you want us to restrict processing until we determine whether it is indeed inaccurate
- The processing is unlawful and you want us to restrict processing rather than erase it
- We no longer need the data for the purpose we originally collected it, but you need it to establish, exercise or defend a legal claim and
- You have objected to the processing and you want us to restrict processing until we determine whether our legitimate interests in processing the data override your objection.



Once we have determined how we propose to restrict processing of the data, we will contact you to discuss and, where possible, agree this with you.

Retention

The College keeps personal data for as long as it is needed for the purpose for which it was originally collected. Most of these time periods are set out in the College Records Retention Schedule.

Making a complaint

If you are unsatisfied with the way in which we process your personal data, we ask that you let us know so that we can try and put things right. If we are not able to resolve issues to your satisfaction, you can refer the matter to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Website: [Information Commissioner's Office \(ICO\)](https://www.ico.org.uk/)

Part 2: Tailored Privacy Notice for Individuals captured by CCTV

Individuals Captured by CCTV: Type(s) of personal data collected and held by the College and method of collection

St John's College has a network closed circuit television system, both digital and analogue. Cameras are in various areas of the college, both external and internal. Those cameras that are recording collect images of students, staff, and visitors to its estate. The images are securely stored on St John's College's hard drive system.

Individuals Captured by CCTV: Lawful Basis

When processing your personal data the College relies on Legitimate Interests as the legal basis for the reasons specified below:

- Community safety.
- Crime detection and reduction.
- Implementing College regulations, policies, and procedures.



St John's College registers its processing of personal information with the Information Commissioner's Office: Registration number Z5939022

Individuals Captured by CCTV: How personal data is stored

CCTV data is securely stored on college hard drives and is only accessed in accordance with the ICO's guidance on [Information Commissioner's Office \(ICO\)](#)

Individuals Captured by CCTV: How personal data is processed

In the event of an incident of crime or suspected crime, an infringement of St John's College's regulations, policies or procedures or the requirement to investigate an incident, then specific areas of data may be searched and retained. Access to that data is regulated in accordance with the St John's College Closed Circuit Television (CCTV) Policy and Procedures.

Individuals Captured by CCTV: Who the College shares data with

Applications for access to CCTV data will be given consideration on an individual basis. Applications must be made in writing to the College and will be considered in line with Data Protection Legislation.

Schedule 2 of the Data Protection Act 2018 entitles the Police or similar agency, Local Authority, and government departments to make application to access personal data for the purposes of:

- The prevention or detection of crime and
- The apprehension or prosecution of offenders.

Individuals Captured by CCTV: How long personal data is held by the College

Data is stored for a maximum of 28 days.

In the event of data being required for storage longer than that period, it will be reviewed every three months to ensure that retention is no longer as is required.

to collect personally identifiable information through our website, we will be transparent about this. We will make it clear when we collect personal information and will explain what we intend to do with it.



Individuals Captured by CCTV: Changes to this privacy notice

We regularly review our privacy information to ensure that it remains accurate and current. We will review and update this privacy information whenever we plan to use personal data for any new purpose. Any changes to this privacy information will be communicated to you.

Individuals Captured by CCTV: Further information

If you have any questions which you feel have not been covered by this Privacy Notice, please contact the college.

Appendix 1 – Purposes for which we will use your personal data

If you are a member of staff, student, visitor of the College or otherwise interact with St John's College security, including the College Library and CCTV systems operated by the College, this section will be relevant to you

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
To record and retain CCTV footage for the purposes of providing safety and security on the College's premises and to assist with the prevention and detection of crime or other unlawful activity. Where an incident is recorded we may capture images for the purposes of any investigation by the College or Police	(a) Identity (b) Welfare	(a) Necessary to comply with a legal obligation. (b) Necessary for our legitimate interests (to maintain a safe and secure environment).
To contact staff, students or their emergency contacts in the event of an emergency or to discuss work being undertaken on site	(a) Identity (b) Contact (c) Welfare	Necessary for our legitimate interests (to communicate with others about work being undertaken on site or in the event of an emergency)
To assist in the event of a medical emergency	(a) Identity (b) Welfare	Necessary to protect someone's vital interests when they are incapable of giving consent
To maintain records of who is on the premises for use in the event of a fire or similar emergency, and to prevent unauthorised access to premises and to issue and maintain a record of who has keys, cards, and fobs	(a) Identity (b) Technical	Necessary for our legitimate interests (to maintain College safety and security)
To record accidents occurring on college premises using our in-house System (GRaCE) and, where appropriate, report these to the relevant regulatory authority	(a) Identity (b) Welfare	(a) Necessary to comply with a legal obligation. (b) Necessary for our legitimate interests (to assist with management of health and safety risks).

To provide rooms and facilities to College members and record details of the person, society or organisation booking the room	(a) Identity (b) Contact (c) Education (d) Professional	Necessary for our legitimate interests (to make rooms available to college members)
For the delivery of mail and parcels	(a) Identity (b) Contact	Necessary for our legitimate interests (in maintaining records to reduce the risk of deliveries being lost after receipt) and the legitimate interests of our members (in receiving deliveries)