



St Chad's College, Durham

Privacy Notice for Individuals whose images are captured on CCTV.

1. Type(s) of personal data collected and held by the College and method of collection

St Chad's College has a network closed circuit television system. Cameras are located in various internal areas of the College buildings at 18 North Bailey, Durham, DH1 3RH. Those cameras that are recording collect images of students, staff and visitors. The images are securely stored on the College's hard drive system.

2. Lawful Basis

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

- to prevent, reduce, detect and investigate crime and other incidents
- to improve the safety of staff, students and visitors
- to assist in the investigation of suspected breaches of College regulations by staff or students

St Chad's College registers its processing of personal information with the Information Commissioner's Office: Registration number Z1470934.

3. How personal data is stored

CCTV data is securely stored on College hard drives and is only accessed in accordance with the College's CCTV Policy ([LINK](#)) and the Code of Practice issued by the Information Commissioner's Office, which can be accessed at;

<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

4. How personal data is processed

In the event of an incident of crime or suspected crime, an infringement of the College's (or Durham University'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 College's CCTV Policy ([LINK](#))

5. 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 Director of Finance & Operations 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.

Personal Access Requests

See Section 6 of the College's CCTV Policy ([LINK](#))

6. How long personal data is held by the College

Data is routinely stored for a maximum of 30 days.

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

7. 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 posted on our website.

8. Further information

For further information please see the College's Official Documents webpage:

<https://www.stchads.ac.uk/about/documents>

or contact:

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