

# PRIVACY NOTICE

## Privacy Notice – CCTV

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

Forth Valley College, Falkirk Campus, Grangemouth Road, Falkirk. FK9 2AD  
ICO Registration Number: Z9720531

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

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

Recording and sharing of CCTV footage on Forth Valley College sites.

### Your information will be used for the following purposes:

- assist in securing premises and ensuring safety and security of students, staff and visitors
- facilitate the identification, apprehension and prosecution of offenders in relation to crime, if footage is requested by relevant authorities.

### 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.**

Prepared by: Soft Services & Sustainability Manager

Approved by: Vice Principal, Infrastructure & Communications

Date: 21 January 2021

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

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.

## **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

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

- 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. Contact: [casework@ico.org.uk](mailto:casework@ico.org.uk)**