

## **Use of CCTV**

### **Introduction**

North West Regional College (“the College”) is a ‘Data Controller’ for the purposes of Data Protection legislation. This means we are responsible for how we collect, process and hold any personal information about you. This Privacy Notice will explain how we collect, use and hold any personal information we collect through the use of Closed Circuit Television Systems (CCTV) across the College campuses (Strand Road, Springtown, Strabane, Limavady and Greystone) on a daily basis.

The College recognises and respects the importance of your privacy and processes your personal information responsibly and in compliance with the Data Protection Act 2018, UK General Data Protection Regulations (UK GDPR) and under regulation by the Information Commissioner’s Office.

### **Purpose of Processing Personal Information**

The College is responsible for ensuring a safe environment for staff, students, contractors, visitors and members of the public and CCTV is used primarily for the following purposes:

- Deterring, preventing and detecting crime including misuse or abuse of College facilities and equipment.
- Identifying, apprehending and prosecuting offenders.
- Security of campus assets, equipment, buildings and grounds.
- Safeguarding and Health and Safety purposes.
- In certain circumstances, CCTV images may be viewed for investigatory purposes.

All data processed for the above purposes will be fair, proportionate and necessary and will apply to all College staff, students, contractors, visitors and members of the public who access College premises daily.

This Notice will provide further information about how your personal data will be used.

The College’s Data Protection & Information Compliance Officer is Lois McKean ([DPO@nwrc.ac.uk](mailto:DPO@nwrc.ac.uk)).

### **Lawful Basis**

The College is permitted to process personal data where there is a lawful basis to do so. Under the UK GDPR<sup>1</sup> our lawful basis for processing is:

- **Article 6.1 (b)** – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract, e.g. employment, services.

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<sup>1</sup> [UK GDPR Article 6 \(Lawfulness of Processing\)](#)

- **Article 6.1 (c)** - processing is necessary for compliance with a legal obligation to which the controller is subject, e.g. Health & Safety.
- **Article 6.1 (e)** – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller, e.g. education purposes, access to College areas.
- **Article 6.1 (f)** – processing is necessary for the purposes of legitimate interests pursued by the controller or a third party, e.g. security.

Our lawful basis for processing Special Category information:

- **UK GDPR Article 9 (2)(g)<sup>2</sup>** – Substantial Public Interest
- **Data Protection Act (2018), Schedule 1 (18)<sup>3</sup>** – Safeguarding

### **Categories of Personal Data**

We may collect, process and store the following categories of personal data:

- Personal Visual Images

### **How Do We Collect Your Information**

CCTV cameras will be used solely for the purposes identified and will not be used to routinely monitor any individual. CCTV cameras will be in operation 24 hours a day, 7 days a week and will be situated in such a way that they only record images relevant to the purposes identified. Cameras will not overlook private designated areas such as toilets or changing facilities. Signs will be placed at entrance doors of College buildings so that they are clearly visible to all individuals entering the premises. Conversations will not be recorded by any camera and regular checks are performed to ensure the system is operating correctly. Access to the recorded footage is by designated College personnel only.

### **Who Will Have Access to Your Information / Who Will It Be Shared With**

If any additional individuals require to view footage, this will be approved by the designated staff, documented and permitted for evidential purposes only in a controlled environment. CCTV recordings are not retained for longer than necessary and are deleted after 30 days unless required for legal proceedings.

### **Your Rights**

The Data Protection Act 2018 gives individuals the right to access their personal data held by the College and this includes CCTV footage. All Subject Access Requests should be directed to the College Data Protection & Information Compliance Officer at [DPO@nwrc.ac.uk](mailto:DPO@nwrc.ac.uk).

For additional information on exercising your rights, please contact our Data Protection Officer [DPO@nwrc.ac.uk](mailto:DPO@nwrc.ac.uk) or refer to the College website under: [Privacy and Data Protection | North West Regional College](#).

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<sup>2</sup> [UK GDPR Article 9 \(Processing of Special Categories of Personal Data\)](#)

<sup>3</sup> [Data Protection Act 2018](#)