



DOWNING COLLEGE CAMBRIDGE

How we use your personal information

-- *Surveillance cameras (CCTV)*

This statement explains how Downing College (“we” and “our”) handles and uses information we collect via our CCTV system. The controller for your personal information is Downing College, Cambridge, CB2 1DQ. The person responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Data Protection Lead. Please contact us at data.protection@dow.cam.ac.uk if you have any questions about this statement or how we manage your personal data.

The legal basis for processing your personal information via a CCTV system is that it is in our legitimate interests to safeguard the security and property and the health and safety of visitors and members of the College community.

The system comprises fixed position cameras, monitors, recorders and public information signs. The cameras cover College building entrances, car parks, perimeters, external and internal areas. Signs are prominently placed at relevant areas to inform you that CCTV is in place and that the system is managed by Downing College. An automatic number plate recognition system (ANPR) is used to manage access to the main College Car Park.

We collect and process your personal information for the following purposes

The system has been installed with the primary purpose of reducing the threat of crime, protecting our buildings and helping to ensure the safety of all staff, students and visitors. As a secondary purpose, elements of the system are intended to assist with the management of the College’s car parks; ensuring that these facilities are used in a safe and efficient manner. These purposes will be achieved by:

- Deterring criminal activity by the use of signs displaying that a CCTV installation is in use around the estate
- Assisting in the prevention and detection of crime
- Facilitating the identification, apprehension and prosecution of offenders in relation to crime and public order
- Facilitating the identification of any actions or events which might result in disciplinary proceedings being taken against staff or students
- Assisting in providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is, or is threatened to be, taken
- Managing access to the College car park.

Car number plate images and ANPR log information will be recorded and kept for 365 days, after which time

they will be automatically erased. All other CCTV images are on retained for 30 days and then erased. Longer retention periods may be used where there is a specific business need or justification. This will be authorised by the Head Porter and recorded in the CCTV log.

In the event of a specific case or investigation, copies of footage or ANPR log information may be retained for longer than the standard period. This will be authorised by the Head Porter and recorded in the CCTV log. The eventual date of erasure will also be recorded.

We do not routinely share personal information with third parties but recorded footage of specific incidents may be passed to the Police during the course of a criminal investigation or to our insurance providers where needed to support a claim. If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given above. If you wish to access recorded CCTV footage of yourself, please contact us at data.protection@dow.cam.ac.uk stating the date, the approximate time the footage was recorded and the location.

Your rights

You have the right: to ask us for access to, rectification or erasure of your information; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your information electronically to a third party (data portability). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

You retain the right at all times to lodge a complaint about our management of your personal information with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).

*Last updated: July 2019
Downing College Data Protection Team*

Date	Version	Reason for change	Author
July 2018	1.0	Publication	Records & Information Manager
May 2019	1.1	Updated ANPR log information	Records & Information Manager
July 2019	2.0	Review and approved at IMC	Records & Information Manager