

PRIVACY NOTICE for ESTATES (CCTV)

PRIVACY NOTICE DETAILS:

Date of approval	17 August 2020
Approving body	Executive Group
Supersedes	n/a
Date of EIA	n/a
Date of next review	<i>See departmental schedule</i>
Authors	Head of Finance and Resources & DPO.
Responsible Executive Group area	Head of Finance and Resources
Related policies and documents	Data Protection Policy
Benchmarking	n/a

Glasgow School of Art

Privacy Notice for Estates (CCTV)

Data Protection Act 2018

Reasons/purposes for processing CCTV data

GSA processes personal data in the use of CCTV systems **and remote cameras/security personnel body cameras** to monitor and collect visual images for the purposes of security and the prevention and detection of crime.

We also process sensitive categories of personal data that may include:

- offences and alleged offences
- **acts of antisocial behavior**
- criminal proceedings, outcomes and sentences

Who the information is processed about

We process personal information about:

- students
- employees, contracted personnel
- suppliers, contractors, professional advisers and consultants
- complainants, enquirers
- persons who may be the subject of an enquiry
- individuals captured by CCTV images, **remote cameras & security personnel body cameras**

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the GDPR and the Data Protection Act 2018 (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- police forces,
- security organisations
- courts and tribunals

Your rights

You have the right to request access to, copies of and rectification or erasure of CCTV, **remote camera and security personnel body camera** personal data held by us and to object to processing.

In some circumstance you may have the right to object to the processing of your personal data, to request it is erased where it is no longer required for the stated purposes, or that inaccurate information about you is corrected. For more information about your rights see the Data Protection Policy.

To exercise these rights please contact the Director of Finance & Resources' Data Protection Coordinator in the first instance – Alistair Storey – A.Storey@gsa.ac.uk.

GSA's Data Protection Officer is Tom McDonnell – DataProtection@gsa.ac.uk

You have the right to lodge a complaint against GSA regarding data protection issues with the Information Commissioner's Office (<https://ico.org.uk/concerns/>).