

The Glasgow School of Art

Privacy notice for Estates CCTV and video surveillance.

November 2025

Document control

Title	Privacy notice for Estates CCTV and video surveillance
Date of approval	12 November 2025
Implementation date	12 November 2025
Approving body	Senior Leadership Group – pp Academic Registrar – fast track procedure
Supersedes	Privacy Notice for Estates - CCTV 17 August 2020
Supporting policies and documents	GSA Data Protection Policy
Date of next review	Annual review. Timed to coincide with the GDPR Audit Gap analysis
Authors	Head of Health and Safety and Security Intelligence
Responsible Senior Leadership Group area	Director of Estates and Infrastructure
Date of EqlA	n/a
Benchmarking	Data Protection Act 2018 UK General Data Protection Regulation The GSA Data Protection Policy University of Glasgow MyGlasgow Accommodation services University of Strathclyde CCTV privacy notice

1. Introduction

The Glasgow School of Art is the 'Data Controller' of your personal data processed in relation to the use of CCTV and video surveillance at the GSA. This privacy notice will explain how the Estates Department and the Glasgow School of Art will process this data. This data is treated in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation.

2. Information we collect.

The GSA gathers digital visual images and audio data associated with the technology across all of its Glasgow and Altyre sites, through the use of CCTV systems, which includes remote cameras, security personnel body cameras and other video and audio surveillance systems. These cameras operate externally and internally to our buildings, grounds and other premises.

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 and security personnel body cameras which includes audio.

This privacy notice applies to all of the above systems across all GSA owned and occupied premises.

3. Purpose for collecting this information

The CCTV and other associated surveillance systems will be used for the following purposes:

- To reduce the fear of crime and to reassure the GSA community and the wider public.
- To detect, prevent or reduce the incidence of crime and anti-social behaviour.
- To prevent and respond to any incidents which may affect the safety and security of the GSA community and the GSA estate.
- To assist in the protection and management of GSA assets, facilities, or estate, including traffic management/car parking.
- To assist with the investigation of GSA regulations, policies and procedures.
- Defending the GSA against claims made against it.

We also process and share sensitive categories of personal data that may be required by enforcement agencies to inform investigations relating to::

- Criminal offences and alleged offences
- Acts of antisocial behavior
- Criminal proceedings, outcomes and sentences

4. Legal basis for processing this data

Estates and the GSA must have a legal basis for processing all personal data. The GSA requires the information for:

- Legitimate activity to help protect our students, staff, visitors and property and allow the GSA to conduct its business.
- To fulfil obligations under UK laws and regulations such as the Health and Safety at Work etc Act 1974 and the Terrorism (Protection of Premises) Act 2025 which requires the GSA to take reasonable measures to protect the health, safety and welfare of employees and visitors and to assist in the detection and reaction to terrorist and other criminal activity.

5. Who the information may be shared with

Data is stored on secure servers within the UK.

Data is processed by the GSA but 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 have a legitimate reason to do so and comply with the UK 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 legitimate reasons.

Where necessary or required we share information with:

- Police forces.
- Security organisations.
- Courts and tribunals.
- Enforcement agencies such as the HSE and Environment Agency.
- Security professionals
- Other Higher Education Establishments
- Our neighbours.
- Other Departments within the GSA such as HR, Registry and Student Support.
- Personnel within Estates such as the Health and Safety Team

6. How long does the GSA keep this data

Data is kept for the following durations:

- 31 days unless required to be kept for longer for a legitimate purpose such as accident or incident investigation or criminal investigation.
- The length of time required by other legislation such as data gathered in relation to an accident or criminal investigation.

7. What are your rights?

You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or, erased. You may also have the right to object to the processing of data and the right to data portability.

8. Complaints

If you wish to raise a complaint on how we have handled your personal data, you can contact the GSA Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted at dataprotection@gsa.ac.uk.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/>.