

Privacy Notice – For CCTV

Ayrshire College (the College) is providing you with this information to comply with data protection law to ensure that you are fully informed and that we are transparent in how we collect and use your personal data (information).

Your privacy and trust are very important to us, and this Privacy Notice provides essential information about how the College handles your personal data and the rights you have in relation to how we use your data. The College is committed to complying with all applicable Data Protection legislation.

Who are we?

Ayrshire College is the 'Controller' and is responsible for looking after the personal data that you provide.

Registered office – Ayr Campus
Dam Park, Ayr
KA8 0EU

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

This Privacy Notice relates to the following process: CCTV

The collection and use of personal data in the form of CCTV (Closed Circuit Television) footage and images.

Purpose for processing – why do we collect information about you?

CCTV is in operation at all our main and satellite campuses and your image will be captured when you visit any of these sites.

The purpose of the CCTV system on campuses is the creation of a safer environment for the benefit of staff, students, and visitors to the College, by providing security of the premises, and assisting in the detection and investigation of crime.

Ayr Campus
Dam Park
Ayr, KA8 0EU
T 01292 265184
E enquiries@ayrshire.ac.uk

Kilmarnock Campus
Hill Street
Kilmarnock, KA1 3HY
T 01563 523501
E enquiries@ayrshire.ac.uk

Kilwinning Campus
Lauchlan Way
Kilwinning, KA13 6DE
T 01294 559000
E enquiries@ayrshire.ac.uk



We collect and use your information for the following purposes:

- facilitate the protection of staff, students, visitors, and the assets of the College.
- facilitate the monitoring of the security of premises.
- support the investigation of misconduct in accordance with the College's disciplinary procedures.
- operate to comply with awarding body testing requirements.
- assist in the identification of offenders in relation to criminal investigations if footage is requested by law enforcement authorities.
- facilitate vehicular movements around the campuses.
- provide evidence of incidents involving insurance claims or legal proceedings.

What information do we collect about you?

We collect personal data in the form of CCTV footage and images on all Ayrshire College campuses.

The data may include special category (sensitive) data.

Our lawful basis (reason) for processing your information is:

For personal data:

- use is necessary for us to comply with a legal obligation. The Health & Safety at Work Act 1974, sections 2, 3 and 4.
- 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, and compliance with Awarding Body matriculation requirements.

For special category data:

- use is necessary for reasons of substantial public interest under the following conditions in The Data Protection Act 2018:
 - Sch. 1 Part 2, 6 (2)(a), 10 and 20.

Who do we share your information with?

- Awarding bodies.
- Police Authorities, courts and legal representatives.
- Insurance companies in the instance of damage to College property.

We may also share personal data (CCTV footage) with other third parties where we are required to do so by law or where we consider we have a lawful basis to do so. In all cases, personal data will not be disclosed without a lawful basis.

Details of data transfers to any third countries or international organisations

Your information will not be shared outside of the UK.

How do we look after your information and how long do we keep it for?

We will take all reasonable steps to prevent the loss, misuse or alteration of information you give us. Your personal information will be stored securely and will only be accessed by authorised staff, agents, contractors and other organisations who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality and must comply with data protection law.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

In line with the College's CCTV policy, we retain (keep) CCTV images for a period of up to 30 days, after which footage is automatically and securely destroyed.

In some instances, a longer retention period may be required, such as where a law enforcement body is investigating a crime as part of an active investigation or to support the purposes listed above. In such instances a new retention date will be fixed. Once there is no longer a valid reason to retain the images, they will be deleted / disposed of securely by authorised personnel.

In addition, CCTV footage collected for Awarding Body Testing requirements will be held in line with Awarding body requirements.

This processing does not involve automated individual decision-making processes, including profiling.

Your rights

Under Data Protection legislation you have certain rights in relation to how the College manages and uses your personal information:

- The right to be informed (this is the Privacy Notice)
- 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

In addition, the following rights apply only in certain circumstances:

- The right to withdraw consent at any time (if consent is our lawful basis for processing your data)
- 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
- The right not to be subject to automated decision-making including profiling.

For more information about your rights please see www.ico.org.uk.

Contact us

If you have any issues about this notice or the way the College has handled your personal information, please contact our Data Protection Officer in the first instance:

email: dataprotection@ayrshire.ac.uk

Telephone: 0300 303 0303 or write to:

Data Protection Officer
Ayrshire College, Kilmarnock Campus
Hill Street
Kilmarnock
KA1 3HY

Complaints to UK Information Commissioner's Office (ICO)

If you are dissatisfied with the response from the College, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) about our handling of your data:

Email: [Contact us - public | ICO](#)

Telephone: 0303 123 1113 or write to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Published April 2024

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