

St John's College, Cambridge, Data Protection Statement: Fellows, Staff, Students and Visitors recorded on CCTV, and using certain doors in the College

The Data Controller is St John's College Cambridge. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd [12B King's Parade, Cambridge; 01223 768745; college.dpo@ois.cam.ac.uk]: OIS Ltd. should be contacted if you have any concerns about how the College is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement. The person within the College otherwise 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 data, is the College Data Protection Lead, St John's College, Cambridge, CB2 1TP. 01223 338631; dataprotection@joh.cam.ac.uk.

What data are processed, and why?

In part compliance with our legal and contractual obligation to provide a safe and secure environment for all those who work at, study in or otherwise use or visit St John's College and its facilities, the College captures and records timed images of individuals moving through the College, using a number of fixed CCTV cameras. The College also registers and records when an individual uses their College or University card to access a door linked to our security access control system. Not every door in College is linked in this way.

Where does the data come from?

Data are drawn from the CCTV cameras and the door security access control system.

Sharing with Third Parties

In consequence of the College's legal obligations, images and door access data can under certain statutory conditions be shared with the Police if a crime is under investigation. They can also be used by College officers and staff to investigate allegations of staff or student misconduct, and to establish the safety of students known or strongly suspected to be at risk.

We do not pass any personal data collected to this end outside the European Economic Area.

Retention of data

CCTV images and access control data are automatically deleted after thirty days, unless a copy is made for evidential or investigative purposes. Door access control data are deleted after twelve months.

Rights of the Data Subject

Those whose personal data are recorded by these means – the data subjects – have the right: to ask us for access to, rectification or erasure of their personal information; to restrict processing (pending correction or deletion); to object to communications; and to ask for the transfer of their personal information electronically to a third party (data portability).

Some of these rights are not automatic, and we reserve the right to discuss with the data subject why we might not comply with a request from them to exercise such rights.

If data subjects have questions or concerns about their personal information, or how it used, they are invited to speak to the **College's Head Porter** in the first instance. If in need of further guidance, they are asked to contact the College Data Protection Lead using the details given above.

If data subjects remain unhappy with the way their information is being handled, or with the response received from us, they have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk>).

January 2018

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