

University of Oxford, Department of Chemistry CCTV Privacy Notice

Closed Circuit Television (CCTV)

In the course of providing a safer place to work, study, and visit the Department of Chemistry are able to effectively prevent and detect criminal activity in and around University properties under their supervision by utilising CCTV technology. The array of CCTV cameras are located at the Departmental buildings listed in table 1 below. The Department of Chemistry collect information about yourself ('personal data') in the form of both static and video images. In the case of CCTV, a data subject is likely to be an individual whose image has been captured by a CCTV system. We (the Department of Chemistry) are the 'data controller' for this information, which means we decide how to use it and are responsible for looking after it in accordance with the Code of Practice for CCTV, General Data Protection Regulation and associated data protection legislation.

Table 1

Building	Address
Chemistry Research Laboratory	12 Mansfield Rd, Oxford, OX1 3TA
Inorganic Chemistry Laboratory	South Parks Road, Oxford, OX1 3QR
Physical & Theoretical Laboratory	South Parks Road, Oxford, OX1 3QZ
Chemistry Teaching Laboratory	South Parks Road, Oxford, OX1 3PS
Rodney Porter Building	off South Parks Road OX1 3QU

HOW WE USE YOUR DATA

We will use your data for a number of reasons related to safety and security, including but not limited to:

- Prevent or detect a crime.
- Maintain the safety of individuals and property.
- Informing you of potential risks in your building or area.
- Providing support in the event of safety, security and welfare incidents.
- Responding to emergencies and incidents that require us to contact you.
- Supporting the local police in the course of their duties.
- Enable law enforcement agencies to apprehend offenders and use the CCTV images to support criminal prosecution.

We need to process your data for this purpose/these purposes to meet our legitimate interests relating to the governance, management and operation of the University, in this case providing a safe and secure physical environment to all staff, students and visitors.

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

WHO HAS ACCESS TO YOUR DATA?

Access to your data within the University will be provided to those who need to view it as part of their work in carrying out the purposes described above.

We may share your data with companies who provide services to us, such as for system maintenance and support. These companies are required to take appropriate security measures to protect your data in line with our policies. We do not allow them to use your data for their own purposes. We permit them to process your data only for specified purposes and in accordance with our instructions.

In the case of CCTV images, we may also share your data with the following organisations for the reasons indicated:

- Thames Valley Police – for the prevention and detection of crime and to support police investigations.
- British Transport Police, Oxford City Council, Oxford County Council, Oxford Brookes University – as part of co-ordinated efforts to reduce crime in Oxford.

Where we share your data with a third party, we will seek to share the minimum amount necessary and only where the University is of the opinion that there is a lawful, justified, and proportionate reason to do so.

RETAINING YOUR DATA

The length of time we retain your data depends on the type of data:

- CCTV images - 42 days at which point it is automatically overwritten, unless the images have been requested by a third party as described above.

SECURITY

Your data will be held securely in accordance with the University's policies and procedures. Further information is available on the University's Information Security website <https://www.infosec.ox.ac.uk/>

WHERE WE STORE AND USE YOUR DATA

We store and use your data on University premises, in electronic form.

YOUR RIGHTS

Information on your rights in relation to your personal data are explained [here](https://compliance.admin.ox.ac.uk/individual-rights).
<https://compliance.admin.ox.ac.uk/individual-rights>

CONTACT

If you wish to raise any queries or concerns about our use of your data, please contact us at Chemistry Facilities Office Manager <facilitiesofficemanager@chem.ox.ac.uk>

For queries about your rights please contact data.protection@admin.ox.ac.uk

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time.