



ST JOHN'S COLLEGE

UNIVERSITY OF CAMBRIDGE

PRIVACY NOTICE: FELLOWS, STAFF, STUDENTS AND VISITORS RECORDED ON CCTV, AND USING DOORS FITTED WITH ACCESS CONTROL SYSTEMS

The Data Controller is St John's College Cambridge. The Data Protection Officer for the College is Intercollegiate Services Ltd, 64 Bridge Street, Cambridge, CB2 1UR; 01223 768745; college.dpo@ois.cam.ac.uk.

ISL 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.

This statement should be read in conjunction with [the separate statement for website users](#).

WHAT DATA ARE PROCESSED, AND WHY?

The College captures and records timed images of individuals moving through the College, using a number of fixed CCTV cameras. This complies with our legal and contractual obligations 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 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

Images and door access data may 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 suspected to be at risk. We do not pass any personal data collected 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 have the following rights: to ask 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 is used, they are invited to speak to the [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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