



**NEW
COLLEGE
LANARKSHIRE**

Privacy Notice

CCTV

This notice covers the processing of personal data by New College Lanarkshire when you are captured on our campus CCTV systems.

The data controller for the information being processed is New College Lanarkshire. Our registered office is 1 Enterprise Way, Motherwell ML1 2TX.

If you have any concerns or queries about how we use your personal information you can contact our Data Protection Officer at data.protection@nclan.ac.uk

How we use your personal data

We will use your personal data for the following purposes:

- Protecting our staff, students, visitors, and the assets of the college
- Monitoring and enforcing traffic management on college property
- Assisting in the identification, apprehension and prosecution of offenders (including the use of images/data as evidence in criminal/civil proceedings)

Our lawful basis for using this information is **legal obligation**.

- The prevention, investigation and detection of criminal or disciplinary offences in accordance with the College's Staff and Student disciplinary procedures
- Complying with awarding body requirements

Our lawful basis for using this information is **contract** and **public task**.

Personal data processed

- Images
- Location
- Activities captured on CCTV

Sharing your personal data

We may share your personal data with:

- Law enforcement agencies and emergency services
- Legal representatives
- Health and Safety Executive
- Awarding Bodies

Retention

We will retain CCTV images for 30 days, before they are automatically deleted.

Where CCTV Images have been downloaded the retention will be in line with the requirements to retain for the purpose a copy was created.

Your rights

You have rights in relation to the personal data we use. You can access information on these rights and how to use them on the [Data Protection](#) section of our website.

Data protection complaints

If you feel your data protection rights have been infringed you have the right to complain to us about this. To make a data protection complaint to us please email your complaint to data.protection@nclan.ac.uk