

Privacy Notice for CCTV

How we use your personal data

What is Personal Data?

“Personal data” means any information which relates to or identifies you as an individual.

Purpose of this Notice

This Notice explains how we will collect and use your personal data.

Liverpool Hope University is the Data Controller for personal data that we process about you. The University is registered as a Data Controller with the Information Commissioner’s Office and manages personal data in accordance with the University’s Data Protection Policy.

Throughout this Notice, “University”, “we”, “our” and “us” refers to Liverpool Hope University and “you” and “your” refers to members of staff at the University.

Anything you are not clear about please contact our Data Protection Officer who can answer any queries you may have concerning this Notice or in any way that we process your personal data. Our Data Protection Officer’s contact details can be found at the end of this Notice.

What information does the University collect?

The University conduct the following types of recording:

- Fixed camera CCTV around Hope Park and Creative Campus
- Use of body worn cameras by designated security staff

Body worn cameras may be used by University Security staff. Security staff members will activate cameras where there is a recognised requirement to record footage, and will declare to individuals captured that video and audio recording will take place.

Where does the University get your personal data from and how is it processed?

The University collect and process recorded images through the use of our CCTV system. Audio data is only collected through the use of the body worn cameras. Camera sites and locations are determined appropriately and, in order to respect privacy, wherever practicable cameras are restricted to monitor only those areas which are intended to be monitored, excluding views of areas that are not of interest.

The CCTV system captures images of people and their activity, which may include special categories of personal data, as defined by the General Data Protection Regulation. This may include personal data pertaining to an individual’s racial or ethnic origin, data concerning health or data concerning sex life or sexual orientation

of an individual. The information may also include details relating to the commission of offences.

What is the purpose and legal basis of the processing?

To assist in the identification and confirmation of breaches of University policies.	Necessary for the performance of a contract
To assist in providing a safe and secure environment for the benefit of persons using the University estate in creating a safer community.	Necessary for the performance of a task carried out in the public interest
To assist in the defence of any civil litigation, including employment tribunal proceedings which involve the University.	Necessary for the performance of a task carried out in the public interest

Who will my personal data be shared with?

Disclosure of CCTV footage to third parties will only take place according to the Data Protection Act 2018 and the General Data Protection Regulation 2016/679. It may also take place in accordance with other UK legislation including the Regulation of Investigatory Powers Act 2000 and the Human Rights Act 1998.

Third party viewing requests can be received from the following (this is not an exhaustive list):

- Merseyside Police (or other relevant Police force)
- Statutory authorities with powers to prosecute, (eg. Liverpool City Council)
- Solicitors or their legal representatives in either criminal or civil proceedings
- Other agencies according to their purpose or legal status (i.e. Insurance companies)

Retention of your personal data

The footage will be held for 30 days after the initial collection date on our CCTV system but can be held for longer in the following circumstances:

- Where compliance with a legal obligation requires an extended retention period or;
- In specific circumstances in which longer retention periods are required to establish patterns of behaviour or to retain evidence and where the Data Protection Officer has authorised this or;
- In the event that extended closure makes a longer retention period necessary and where the Data Protection Office has authorised this

How does the University protect data?

The University takes the security of your data seriously. The University has internal policies and controls in place to try to make sure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. For more information please see the [Data Protection Policy](#).

Where third parties process personal data on behalf of the University, they do so on the basis of written instructions, are under a duty of confidentiality and must make sure that they have appropriate technical and organisational measures in place to keep the data secure.

Your rights as a Data Subject

We thought it would be helpful to set out your rights under GDPR.

You have the right to:

- withdraw consent where that is the legal basis of our processing;
- access your personal data that we process;
- rectify inaccuracies in personal data that we hold about you;
- be forgotten, that is your details to be removed from systems that we use to process your personal data;
- restrict the processing in certain ways;
- obtain a copy of your data in a commonly used electronic form; and
- object to certain processing of your personal data by us.

Please see <https://ico.org.uk/> for further information on the above rights. You may also contact the Data Protection Officer for further information.

You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data. Please see <https://ico.org.uk/>.

Concerns and contact details

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please contact our Data Protection Officer, Laura Gittins at gittinl@hope.ac.uk.

Our general postal address is Liverpool Hope University, Hope Park, Liverpool, L16 9JD.

Our telephone number is +44 (0)151 2913478.

Are changes made to this document?

This Notice was last updated on 23rd August 2021. It is reviewed when necessary and at least annually. Any changes will be published here and you will be notified via this webpage and/or by email.