



## JESUS COLLEGE CAMBRIDGE

### How we use your information

#### Surveillance cameras (CCTV)

This statement explains how Jesus College (“we” and “our”) handles and uses information we collect via our CCTV system.

The controller for your personal information is Jesus College, Cambridge CB5 8BL. The person 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 information, is the Bursar, Dr Richard Anthony [bursar@jesus.cam.ac.uk](mailto:bursar@jesus.cam.ac.uk).

The legal basis for processing your personal information via a CCTV system is that it is in our legitimate interest to safeguard the security of people and property.

Cameras are positioned to capture views of the car parks the main entrances to the College, Courts and entrances to some residential and communal buildings

Warning signs are in place at the College entrances to inform College members and members of the public that surveillance cameras are in operation.

The live pictures are monitored by the College Porters and West Court reception staff in order to detect and act upon any concerning or suspicious activity.

Live CCTV images are also used to manage access to entrance and exit gates where these are controlled by automatic locking.

The images are recorded onto College systems and can be reviewed retrospectively during the investigation of any incident. This footage may be retained for a period up to 40 days before being overwritten. Footage relating to an incident under investigation may be retained for longer.

Information derived from CCTV surveillance may be used:

- To detect, prevent or rectify damage to or theft of property.
- To ensure the health and safety of members of the College community, including acting upon working practices that breach Health and Safety rules, putting others at risk.

Recorded footage of specific incidents may be passed to the Police during the course of a criminal investigation or to our insurance providers where needed to support a claim.

You have the right: to ask us for access to, rectification or erasure of your information; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your information electronically to a third party (data portability). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

If you wish to view recorded CCTV footage of yourself, please write to the Bursar stating the date, the approximate time the footage was recorded and the location.

You retain the right at all times to lodge a complaint about our management of your personal information with the Information Commissioner's Office at <https://ico.org.uk/concerns/>