

CCTV DATA

The information that you give us

- The College will collect still and video footage from its CCTV cameras.

The uses made of your personal information

- prevent, deter and detect crime
- help provide a safer environment for our students, staff, visitors and contractors.
- protect public safety
- help to provide improved customer service, for example by enabling staff to see customers requiring assistance
- monitor operational and safety related incidents
- assist with the verification of claims
- apprehend and prosecute offenders, and provide evidence to take civil action in the courts

The legal basis on which we collect and use your personal information

- The College has a legal obligation to keep students, staff, contractors and visitors safe when on site and uses CCTV footage where necessary to fulfil its public task of delivering high quality education and training

How long we keep your personal information

- We will keep CCTV data for 85 days before it is deleted.
- In certain circumstances we may need to disclose CCTV images for legal reasons. When this is done there is a requirement for the organisation that has received the images to adhere to the Data Protection Act.

How we share your personal information

- CCTV footage is accessed only by trained **CCTV operators and engineers** undertaking system testing and configuration.
- We may share footage with the **police** and other enforcement agencies to assist with the prevention of crime.
- To assist with the investigation of potential breaches of college policy, images may be viewed by **college managers**

How we transfer your personal information outside of Europe

- We do not store or transfer your personal data outside Europe.

Your rights over your personal information

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;

- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly used, machine readable format.

Changes to our Privacy Notice

We keep our privacy notice under regular review. If any changes are made to our privacy notice in the future we will contact you.

How to contact us

If you want to make a complaint about the way we have processed your personal information, please contact:

Write to us:

Data Protection Officer
Joseph Chamberlain Sixth Form College
1 Belgrave Road,
Highgate Birmingham
B12 9FF

Call us: 0121 446 2200

Email us: dataprotection@jcc.ac.uk

If you have a data protection concern that cannot or has not been resolved by the College, you have the right to raise it with the data protection regulator, the Information Commissioner's Office (ICO)

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
<https://ico.org.uk/>

Joseph Chamberlain College Privacy Notice (updated August 2022)