Fife College Privacy Notice (CCTV)

Who are we?

Fife College, established under the Further and Higher Education (Scotland) Act 1992, is registered with the Information Commission's Office, registered number Z8522159.

What information we collect about you

We collect personal data in the form of Closed Circuit Television (CCTV) footage and images.

How we use your information

We use the CCTV, footage and images to:

- Reduce, prevent, investigate and detect crime.
- Promote public health, safety and wellbeing.
- Investigate reports of improper conduct.
- Progress insurance claims and legal issues.

The cameras currently in operation record activity at car parks, and entrances and exits to buildings the College owns or operates. CCTV cameras may be in operation in buildings owned by the College which are not fully operated or staffed. In some buildings, cameras are mounted to capture main corridor areas inside buildings near entrances, exits and fire escapes. See below for details of CCTV camera locations in the College's main venues

Campus	Building	Camera locations
Dunfermline	City Campus Building	Internal cameras (entrances, exits, corridors, stairwells) and external cameras
Glenrothes	Main Building	Internal cameras (entrances, exits, main corridors) and external cameras
Glenrothes	Future Skills Centre	Internal cameras (entrances, fire escapes, two lifts, main corridor) and external cameras
Kirkcaldy	Main Building	Internal (covering entrances, exits, fire doors) and external cameras
Levenmouth	Main Building	Internal cameras (main corridors, escape routes, stairwells) and external cameras

Retention

In accordance with the College's CCTV policy, we retain CCTV images for a period of up to 30 calendar days. In some instances a longer retention may be required where a law enforcement body is investigating a crime as part of an active investigation or for another legal reason. In this instance a new retention date will be fixed for the footage.

Data Sharing

We will share images with the Police as is necessary for the purposes of preventing or investigating crime or for the apprehension and prosecution of offenders. We may also share

personal data with other third parties where we are required to do so by law or where we consider we have a public task duty to do so, for example to assist the investigation of crime.

Our legal bases

Fife College is the Data Controller for the information collected by our CCTV systems. Wherever we are processing personal information we need to make sure we have a legal basis in data protection law. Please see the table below for details of our legal bases for processing activities.

Data processing activity	Purpose	Legal basis	Where we get our legal basis from
Collection of footage and images, which may include special category data and/or criminal activity.	To reduce, prevent, and detect crime and to promote health, safety and wellbeing.	Undertaking our public tasks as a Further Education College The activity is substantially in the public interest	The Data Protection Act 2018 Sch. 1 Part 2 (10) The Health & Safety at Work Act 1974, sections 2, 3 and 4
Use of footage or images for internal disciplinary purposes	To comply with or assist with the requirement of regulating improper conduct	Undertaking our public tasks as a Further Education College The activity is substantially in the public interest	The Data Protection Act 2018 Sch. 1 Part 2(12)
Sharing footage or images with the Police and other regulatory bodies.	For the purposes of preventing or investigating crime or to aid the apprehension and prosecution of offenders	To allow public bodies to fulfil their public task (recognised legitimate interest).	The Data Protection Act 2018 Sch. 2 Part 1 (2)
Sharing of footage or images, which may include special category data, with insurers or for insurance purposes	To process insurance claims	Undertaking our public tasks as a Further Education College Processing is necessary for legal claims	The Data Protection Act 2018 Sch. 1 Part 2(20) & Sch. 1 Part 3(33)

Your Rights

You have various rights which you may choose to exercise in relation to personal data held about you. For more information, please see our Data Protection: Your Rights information leaflet.

Changes to this Privacy Notice

Fife College reserves the right to modify and update this privacy notice at any time. It will be published on our website and we therefore suggest you check it from time to time.

Data Protection Officer

If you have any concerns about how your data is being processed, or about exercising your rights, you should contact the Data Protection Officer at dpo@fife.ac.uk.