

CCTV Privacy Notice

Who is the Data Controller?

We are the data controller of personal information about you. We are Walsall College. Our address is, Wisemore Campus, Littleton Street West, Walsall, WS2 8ES.

If you have any questions about this notice or the ways in which we use your personal information, please contact our Data Protection Officer on 01922 657014 or dataprotection@walsallcollege.ac.uk.

Why do we collect personal information?

We carry out CCTV recordings within the Health Suite for the purposes of recording exam work to be given to the IV/EV to assess your work whilst in the Health Suite to enable you to complete your qualification.

The lawful basis on which we process your data

We process personal information for the purpose of our contractual obligations with the awarding body, to be able to run the health suite and to enable you to complete your qualification.

Who has access to the personal information?

Only authorised staff of Walsall College will have access to the information. However, if requested by the awarding body the recording will be shared.

How does the organisation protect data?

Walsall College takes the security of your data seriously and has internal policies and controls in place to ensure that your data is not lost, corrupted, accidentally destroyed, rendered unavailable, misused or disclosed, and is not accessed except by authorised employees in the performance of their duties. The Data Protection policy is available to view on our website.

Where we engage third parties to process personal data on our behalf, we do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

How long does the organisation keep data?

We keep information recorded on CCTV for 28 days after which time it is overwritten. Where recordings are requested or required to provide evidence of incidents, the relevant section of recording will be downloaded and stored on CD or College servers, this information will be kept for 1 year after which will then be deleted.

What rights do you have?

As an individual, you have a number of rights. You have the right to be informed about how and why your data is being processed and that is why we include the information in this privacy notice. You can also:

- access and obtain a copy of your data on request;
- require Walsall College to update incorrect or incomplete data;
- require the College to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing (specific circumstances);
- obtain and reuse your data for your own purposes across different services (limited circumstances);
- Object to the processing of personal Information (specific circumstances); and
- Object to automated decisions including profiling

To exercise these rights, please visit our Individuals Rights page at www.walsallcollege.ac.uk.

How to contact us

Please contact us if you have any questions about this privacy policy, or information we hold about you:

by email - dataprotection@walsallcollege.ac.uk

by writing – The Data Protection Officer, Walsall College, Wisemore Campus, Littleton Street West, Walsall, WS2 8ES

by phone - 01922 657014

Who can I complain to?

If you believe that Walsall College has not complied with your data protection rights, you can complain to the Data Protection Officer at dataprotection@walsallcollege.ac.uk. You also have the right to complain to the Information Commissioner at www.ico.org/concerns or by contacting 0303 123 1113.

Changes to the Privacy Notice

This Privacy Notice is regularly reviewed. This is to make sure that we continue to meet the highest standards and to protect your privacy. We reserve the right at all times, to update, modify or amend this Notice. We will not significantly change how we use information you have already given to us without your prior agreement. This Privacy Notice was updated on 7 December 2022.