



Wadham College Privacy Notice: Further information on College CCTV and Security Functions

This document provides further details for anyone who is a visitor to, or a member of, Wadham College. It forms part of, and should be read in conjunction with, the privacy notice of Wadham College, available on [the College's GDPR webpage](#).

In this notice Wadham College may also be used to mean its subsidiaries and affiliates Wadham College Services Ltd, Wadham College Design & Build Ltd, and Boathouse Consortium Ltd.

Below is the further information for the relevant sections in the master Privacy notice (section number provided in brackets).

1. How we obtain your data (Section 5)

Provided by you

In most cases the data you provide will be a necessary requirement of accessing College premises and facilities. If you do not provide such data you may not be able to access them. You may also give us medical information (particularly students) that might be of assistance to you in case of medical emergency.

Generated by us or provided by others

Apart from the data that you provide to us, we may also process data about you from a range of sources. These include:

- The University of Oxford, which operates a number of systems that Colleges have access to, including CCTV, contact details, and access card and key fob identities.
- Information that we generate in the course of operating the College's Security and CCTV systems including access to different locations within college.
- We may generate accident records when incidents occur on College premises.
- Room and punt bookings and related information.
- Names and addresses for delivery of mail, including parcel receipt and management records.
- Records relating to requests for parking access including disability data.

2. Details of our processing activities, including our lawful basis for processing (Section 9)

The law requires that we provide you with information about the purpose for which we process your data and the related lawful basis. Examples of the ways in which we process your data are as follows:

The lawful grounds on which we process your data are normally the following:

- Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms. For example, the College has a legitimate interest in maintaining the integrity of its premises, to investigate misuse and taking action to prevent misuse recurring.
- Processing is necessary for compliance with a legal obligation. The College has security and accountability obligations under data protection laws.
- In the case of staff and students, processing is necessary for performance of our contract with you.
- Medical information is held in order to protect your vital interests.

Where Special Category data or data relating to criminal convictions or allegations is processed, this will be as set out in the further information relevant to the relationship which we have with you. Our grounds for processing Special Category data are provided in a detailed record of our processing activity available from the Data Protection Officer (see Section 4 below).

3. How long we keep your data (Section 12)

We retain your personal information for as long as necessary to fulfil the purposes for which it was collected, including for the purpose of satisfying any legal, accounting or reporting requirements.

The retention period, will depend on the category of the data. As a general guide, our expected retention periods are as follows:

30 days	CCTV footage, unless relating to a recorded incident when this may be for up to six years
12 months	Security access records Mail delivery records
Whilst you are a registered student	Contact details Emergency medical information
For the duration of the contract with you or for as long as the need for further work involving you is anticipated	Contractor contact details and contract information
Twelve months after return or event	Information relating to key fobs and access cards Room bookings and requests Punt bookings
Five years from the date of the incident	Accident records
During the time which you have use of the facility	Pigeon hole records Parking space records

A full record of our processing activity, including the lawful basis and expected retention periods is available on request from the Data Protection Officer at Wadham College.

4. Contact Details (Section 2)

If you have queries regarding the above information then please contact the Data Protection Officer.

Data Protection Officer, Wadham College, Parks Road, Oxford OX1 3PN

Email: data.protection@wadham.ox.ac.uk; Tel: (01865) 277900

5. Version Control

Version	Date	Changes & Approvals
0.1	22 May 2018	Draft for Discussion
1.0	23 May 2018	Approved for Publication by Governing Body