



## **UCD Estate Services Privacy Notice - Body-Worn Camera**

### **Introduction**

This privacy notice explains how and why your personal data is used as part of the UCD Estate Services closed-circuit television system (CCTV System), more particularly, the use of body-worn cameras.

### **Who are we?**

This privacy notice is for University College Dublin, Belfield, Dublin 4, Ireland, in particular for Estate Services. You can contact us via email, [estates@ucd.ie](mailto:estates@ucd.ie) or by phone, (01) 716 7000.

The University fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with the University. Any personal information which you volunteer to the University will be treated in accordance with Irish and European Data Protection legislation.

### **Why and how do we collect and process the information and for how long we keep it?**

We collect your personal data for the purpose of utilising body-worn cameras by UCD Estate Services to ensure the safety and security of UCD premises on the basis of legitimate interest and where it is necessary for the performance of tasks and functions we carry out under the Universities Act 1997, and related legislation, which form the basis of our University operations. To protect the vital interests of the data subject or of another person (for example in the case of a medical emergency).

The purposes of the CCTV system are:

- To protect against theft, vandalism, trespassing, or other criminal offences
- To protect against anti-social behaviour
- To support the maintenance of safety and security of UCD students, staff and members of the public (UCD Community) using the UCD grounds and facilities, which can be included as evidence in insurance claims processes
- For the security of UCD property and goods
- To support Estate Services staff in their operational duties to maintain the function of the estate, including medical incidents
- To provide evidential material to An Garda Síochána (or other law enforcement bodies) where necessary and appropriate
- To investigate breaches of UCD policies and codes, including the Student Code of Conduct, Disciplinary Statute and the UCD Residences Licence to Reside.

We will collect the following types of personal data:

- Still image
- Video recording
- Audio recording

All personal data relating to the body-worn cameras is retained for a period of 30 days, unless there is a legal basis that requires the retention of the footage for longer e.g. criminal activity, for investigative purposes, to comply with Data Subject Access Requests, or if the footage contains material applicable to the purposes listed above.

Your data is securely stored in the storage software and protected by encryption and passwords. When not in use the devices are stored in a room protected by access control. We fully respect your right to privacy and treat all personal information with the appropriate standards of security and confidentiality, strictly in accordance with the GDPR.

### **Who has access to the information and who we share it with?**

The personal data collected from you will be accessed by Estate Services, the Safety Insurance Operational Risk and Compliance (SIRC) Office or other UCD units where required in the fulfilment of their function.

Third party service providers in their function as a contracted service to UCD will have access to the data for the viewing of CCTV data and maintenance of the CCTV system.

Third party investigators engaged by the University to carry out an investigation under the University's policies and codes, including the Student Code of Conduct, Disciplinary Statute and the UCD Residences Licence to Reside.

We will share the data collected with or supplied to An Garda Síochána (or other law enforcement body) when required.

#### **What are your rights?**

- The right to access - You have the right to request access to your information/personal data.
- The right to rectification - You have the right to request that we correct any information you believe is inaccurate or complete information you believe is incomplete.
- The right to withdraw consent - You have the right to withdraw your consent at any time.
- The right to erasure - You have the right to request that we erase your personal information/data.
- The right to restrict processing - You have the right to request that we restrict the processing of your personal data.
- The right to object to processing - You have the right to object to processing of your personal data.

If you wish to exercise any of your rights listed above, you can do so by contacting the UCD Estates Services using the contact information listed at the start of this Privacy Notice.

The GDPR covers the data privacy rights in its Chapter 3 (Art. 12-23)/ <https://gdpr.eu/>.

If you have concerns about your rights as a participant, you can contact the UCD DPO by email [gdpr@ucd.ie](mailto:gdpr@ucd.ie).

If you are not satisfied with UCD's response or believe we are not processing your personal data in accordance with the law, you can complain to the Irish Data Protection Commission. For more detail see: <https://www.dataprotection.ie/>

You can access UCD's Privacy Notices at <https://www.ucd.ie/privacy/>. This specific privacy notice is to provide you with further information on the use of body-worn cameras by UCD Estate Services.