

## **UCD Estate Services Privacy Notice - CCTV System, including body-worn cameras**

### **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), including body-worn cameras.

Body-worn cameras are a specific type of CCTV that is only utilised in specific circumstances. Follow this link for further information regarding 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 following purposes:

- of utilising a campus-wide CCTV system by UCD Estate Services to ensure the safety and security of the UCD estate on the basis of legitimate interest.
- To protect the vital interests of the data subject or of another person (for example in the case of a medical emergency).
- 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.

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

All personal data relating to the CCTV System 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 on a network video recorder (NVRs) and is password protected. Accessing the NVRs is only available at specific locations on the UCD campuses and is protected by key locked doors or 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.

All recording devices and any tapes/discs are securely located, only operated within Estate Services and accessible in a separate controlled access environment.

### **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, strictly only 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 erasure - You have the right to request that we erase your personal information/data, unless UCD is obliged to retain your information/data for one of the purposes listed above.
- 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 UCD Estates Services using the contact information listed at the start of this Privacy Notice.

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 CCTV system used by UCD Estate Services.