

Merton Colleges GDPR Project - CCTV, security and related processing

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal conviction/criminal allegation Grounds	Criminal conviction/criminal allegation grounds (further information)
1	CCTV recordings and still images taken from recordings, records of who has accessed the CCTV images and recordings and the reason for accessing them.	We capture this on our CCTV system.	We hold recordings of CCTV footage for a limited period for the purpose of providing safety and security on College premises and to assist with the prevention and detection of crime or other unlawful activity. The College may take disciplinary action if a safety or security incident involves a breach of staff or student disciplinary policies, and/or report safety/security incidents to the police if the incident involves an apparent criminal offence. Monitoring for such purposes may only be carried out in accordance with the College's CCTV policy which includes safeguards to ensure that individual privacy is respected appropriately. Where an incident is recorded we may need to capture images for the purposes of any investigation by the College or police.	28 days	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.  Processing is necessary for compliance with a legal obligation.	The College, its members and visitors have a legitimate interest in being in a safe and secure environment.  Logs of who has accessed the recordings and their reason for accessing them are recorded to comply with the College's security and accountability obligations under data protection law.			The processing is necessary for purposes of the prevention or detection of an unlawful act and must be carried out without the consent of the data subject, so as not to prejudice those purposes.	
2	The lodge holds contact information of staff and emergency contact numbers for contractors.	We obtain this data from you	So that we can contact staff and contractors in case of an emergency.	Whilst you work for Merton College or are a registered contractor.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College and its employees have a legitimate interest in the College holding information which might help in an emergency.				
3	Emergency medical information about Students is held in the Lodge safe.	We obtain this data from the Academic office.	The Academic inform us of students with a medical condition and/or disability that might be of assistance to us if they have a medical emergency.	The list is kept in a safe in a sealed bag with numerical tags, the information is update yearly.	Processing is necessary to protect your vital interests, or someone else's;  Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College and its students have a legitimate interest in this information being available in the event of a medical emergency.	Processing is necessary to protect someone's vital interests where you are incapable of giving consent			
4	Security access records for visitors (e.g. conference delegates, contractors). Your name is linked to the keys and fob that you are issued, your vehicle registration number will be recorded if you park your vehicle in the College car park. This information is also linked to our records of the timing of your access to any of our buildings or offices generated manually when you sign in with us and electronically by our fob system. We also hold records of the access rights that individual key holders have.	We generate this data from information that you give to us.	We process this information to assist with security of College premises, so that we have records of who is on the premises in the event of a fire or similar emergency, to prevent unauthorised access to College premises and to assist with issuing replacement keys and fobs.	this information is deleted when you return your keys, Fob or parking permit.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College, its members and visitors have a legitimate interest in implementing such measures to help maintain College safety and security.				
5	College security holds the names of contractors working on College premises, and there vehicle registrations information about the contract they are working on.	We obtain this data from you We generate this data about you	So that we may contact those working on College premises in an emergency or to move vehicles.	Whilst you are working on site.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College and its contractors have a legitimate interest in being able to communicate in an emergency.				

6	Records of keys and fobs issued, including the name of the person to whom the key/fob has been issued and the identity of the fob. This information is also linked to our records of the timing of your access to any of our buildings or offices generated manually when you sign in with us and electronically by our fob system. We also hold records of the access rights that individual key holders have.	We obtain this data from you We generate this data about you	So that we have a record of who holds keys and access fobs to support College security arrangements.	For as long as you hold the key/fob.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in maintaining the security of its premises.				
7	Names and addresses for delivery of mail and other items, including Parcel receipt and management records: containing names of recipient, location of parcel and who signed for it.	We obtain this data from you We generate this data about you		For six months.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College and its members have legitimate interests in receiving deliveries, and in maintaining records to help reduce the risk of deliveries being lost after receipt at the College.				
8	Punt and Kayak booking records consisting of the date and time of booking, the name and purpose of booking.		To assist with administration and security of College Punts and Kayaks.	For six months.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in providing access to its Punts and Kayaks.				
9	Pigeon hole management records, consisting of the names of pigeon hole holders.	We generate this data about you	To assist with delivering post and other items to pigeon holes.	For as long as you have the pigeon hole.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College and its members have a legitimate interest in operating a pigeon hole system to assist with the efficient delivery of post and similar items.				
10	Parking access request form containing the applicant's name and Vehicle registration.	We obtain this data from you We generate this data about you	So that we can consider applications for a parking space and decide whether to provide a space to applicants.	For as long as you have the parking space.	Processing is necessary for compliance with a legal obligation  Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in supporting Fellows, Students and Staff who may have particular need of parking spaces.				