1. CCTV recordings and still images taken from recording, records of who has accessed the CCTV images and recordings and the reason for accessing them.

We capture this as an image.

We keep 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 taking/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 purpose of any investigation by the College or police.

30 days

Processing is necessary for the purposes of our legitimate interests, except where overridden by your data protection rights and freedoms.

The College, its members and students have a legitimate interest in being in a safe and secure environment. Access 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.

2. The College holds contact information of staff and emergency contact numbers for contractors.

We collect this data from you.

We hold contact information of staff and emergency contact numbers in case of an emergency.

If you work for Merton College or are a registered contractor.

Processing is necessary for the purposes of our 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 bed-side chart.

We collect this data from the Academic office.

The Academic refers us of students with a medical condition and/or disability that might need assistance to us if they have a medical emergency.

If this is kept in a safe or sealed bag with personal tags, the information is updated daily.

Processing is necessary to protect your interest, 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, its members and students have a legitimate interest in this information being available in the event of a medical emergency.

4. Security access records for visitors (e.g. conference delegates, contractors). Your name is linked to the key and key that you are issued, your vehicle registration number will be recorded if you park your vehicle in the College car park. This information is held in 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 key system. We also hold records of the access rights that individual key holders have.

We collect this data from information that you give us.

We process this information to assist with security of College premises, so that we have records of who is in 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.

The 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 vehicle registrations information about the contract they are working on.

We collect this data from you.

We maintain this data about you to that we may contact those working on College premises in an emergency or to move vehicles.

We collect this data about you.

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.
<table>
<thead>
<tr>
<th>Record Type</th>
<th>Details</th>
<th>Purpose</th>
<th>Period of Storage</th>
<th>Right of Access</th>
<th>Data Protection Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keys and Fobs issued</td>
<td>We obtain the data from you</td>
<td>To support College security arrangements</td>
<td>As long as you hold the key/fob</td>
<td>The College has a legitimate interest in maintaining the security of its premises.</td>
<td>Data protection rights and freedoms.</td>
</tr>
<tr>
<td>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.</td>
<td>We obtain the data from you</td>
<td>To assist with administration and security of College premises.</td>
<td>For six months.</td>
<td>The College and its members have legitimate interests in ensuring deliveries, and in maintaining records to help reduce the risk of deliveries being lost after receipt at the College.</td>
<td>Data protection rights and freedoms.</td>
</tr>
<tr>
<td>Punt and Kayak booking records consisting of the date and time of booking, the name and purpose of booking.</td>
<td>We generate the data about you.</td>
<td>To avoid administration and security of College premises.</td>
<td>For six months.</td>
<td>The College and its members have a legitimate interest in providing access to its Punts and Kayaks.</td>
<td>Data protection rights and freedoms.</td>
</tr>
<tr>
<td>Pigeon Hole management records consisting of the names of pigeon hole holders.</td>
<td>We generate the data about you.</td>
<td>To assist with delivering post and other items to pigeon hole holders.</td>
<td>As long as you have the pigeon hole.</td>
<td>The College and its members have a legitimate interest in providing access to its Pigeon Holes.</td>
<td>Data protection rights and freedoms.</td>
</tr>
<tr>
<td>Parking access request forms containing the applicant’s name and Vehicle registration</td>
<td>We obtain the data from you</td>
<td>To consider applications for parking space and decide whether to provide a space to applicants.</td>
<td>As long as you have the parking space.</td>
<td>The College has a legitimate interest in supporting Fellows, Students and Staff who may have particular need of parking spaces.</td>
<td>Data protection rights and freedoms.</td>
</tr>
</tbody>
</table>