

Privacy Notice for the use of CCTV

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A. Introduction

The purpose of this notice is to inform individuals about how the University collects, uses and shares CCTV and bodycam footage, and their rights in relation to the personal data we hold. The CCTV system operates across both campuses and includes academic, residential and some public areas, 24 hours a day, every day of the year. CCTV and body worn camera images are monitored and reviewed by authorised University staff where it is reasonably necessary to fulfil the purposes outlined in this notice and within the University's CCTV policy.

B. Who is processing personal data

Facilities as part of Leeds Trinity University determines why and how your personal data is used and is considered to be the data controller of the personal data. The University is registered with the Information Commissioner's Office as a data controller under the reference Z4817023.

C. What personal data do we process

The University processes images using our CCTV system and body worn cameras, which means any information from which a person can be identified. We may collect, use and store data as listed below:

- Identity data which may include name, title, gender or identity documentation.
- CCTV and body worn camera footage capturing images of people in their activity, which may include special categories of data, as defined by the General Data Protection Regulation, such as personal data pertaining to an individual's racial or ethnic origin, data concerning health or an individual's sex life/ sexual orientation.
- Details relating to the commission of offences.

D. The legal basis for processing your personal data

(i) Contract

We may process your personal data because it is necessary for us to do so in order to fulfil the contract you enter into with Leeds Trinity University when registering as student or customer of services provided.

(ii) Legitimate interests

We may use and process your personal information where it is necessary for us to pursue our legitimate interests or a third party's legitimate interest. Such legitimate interests can include:

- verifying the accuracy of data that we hold
- recovering money that is owed to us

(iii) Legal obligation

We may also process your personal data for our compliance with legal obligations. This can include:

- compliance with regulatory obligations such as anti-money laundering laws and safeguarding requirements
- assisting with investigations (including criminal investigations) carried out by the police and other competent authorities
- complying with court or other competent authority orders

(iv) Vital interests

Leeds Trinity University will only rely on vital interests as a lawful basis for processing your personal data where it is necessary to protect someone's life such as in the event of a medical emergency.

(v) Consent

Leeds Trinity University will use consent as a lawful basis for some processing. Where we do so we always provide you with the choice as to whether or not to opt in to such processing.

E. What we use personal and sensitive data for

Leeds Trinity University processes your personal data for the following reasons:

- the detection, prevention, and investigation of crime on campus
- To promote health and safety of staff, students and visitors
- To prevent ASB and to respond quickly to all forms of harassment and disorder
- To assist in formal investigations of suspected breeches of the universities policy's & procedures

F. Automated decision making

Leeds Trinity University does not make any automated decisions about you using your personal data.

G. Who we share your personal data with

Leeds Trinity University will share data only when necessary and this could be to yourself, third parties when we have a regulatory requirement to do so. We anticipate that we might have to share information with the following third parties

- Police
- Statutory authorities to prosecute, (HMRC, Councils, Trading standards, Environmental Health etc.)
- Solicitors or their legal representatives as in either criminal or civil proceedings
- Other agencies according to their purpose or legal status (i.e. insurance companies)

H. Changes to your personal data

You have the right to rectification as referenced in paragraph K.

I. Will your data be sent or stored abroad?

We do not anticipate the transfer of any personal data outside the United Kingdom/European Economic Area (EEA). In the unlikely event that such a transfer is required, we shall only do so with adequate legal protections in place

J. How long do we keep your personal data?

Any CCTV footage and body worn camera footage will be retained for 30 days after initial collection. After this period the footage will be permanently deleted unless there is a legal requirement or legitimate reason, for instance internal or police investigation for the detection of crime or insurance purposes, Health & Safety investigations or disciplinary matters.

Your personal data will only be retained for as long as it is necessary in accordance with the University's Retention Schedule.

K. How you can access personal information Leeds Trinity University holds about you and other rights you have

1. The right to be informed

You have the right to be informed about the collection and use of your personal data, and this privacy notice is part of the transparency requirements of data protection legislation.

2. Right of access

You have a right of access to your own personal data held by Leeds Trinity University. A request to see the personal data held by the University can be made through a Subject Access Request. Further information about how to request this is available [here](#).

3. The right to rectification

You have the right to have inaccurate personal data held by Leeds Trinity University rectified or completed if it is incomplete. This can be done contacting us at:

Leeds Trinity University
Brownberrie Lane
Horsforth
Leeds
LS18 5HD

E facilities@leedstrinity.ac.uk
T 0113 283 7100

4. The right to erasure

Once personal data collected by Leeds Trinity University is no longer necessary for the purpose for which it was collected and processed, you may have the right to have the data erased.

5. The rights to restrict processing and to object to processing

In certain circumstances you have the right to restrict the processing of your personal data. This is likely to arise when there is an issue concerning the accuracy or the legitimate grounds for processing of the personal data.

6. The right to object to processing

You have the right to object to:

- processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- direct marketing (including profiling); and
- processing for purposes of scientific/historical research and statistics.

Leeds Trinity University will stop processing the personal data unless there are compelling legitimate grounds for the processing, which override your interests, rights and freedoms.

7. Rights to data portability

You have the right to receive the personal data concerning you in a structured, commonly used and machine-readable format and, where the processing is carried out by automated means, request that we transmit those data to another data controller. Leeds Trinity University will respond to any Subject Access Requests in compliance with this. Further information about how to request this is available [here](#).

Note:

Detailed guidance on all of the rights you have with regard to the personal data that we hold and process about you is available on the ICO website here - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

L. Contact us

If you have any queries about this privacy notice or how we process your personal data, you can contact us at:

Leeds Trinity University
Brownberrie Lane
Horsforth
Leeds
LS185HD

E facilities@leedstrinity.ac.uk
T 0113 283 7100

M. Questions or concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with our Data Protection Officer. If you would like to report a data security breach (e.g. if you think your personal data has been lost or disclosed inappropriately) or if you would like to complain about how the University has used your personal data, please contact the University's Data Protection Officer at dataprotection@leedstrinity.ac.uk or write to

Data Protection Officer
Leeds Trinity University
Brownberrie Lane
Horsforth
Leeds
LS18 5HD

Should you be dissatisfied with our handling of your concerns, you have the right to complain to the Information Commissioner at <https://ico.org.uk/concerns/handling>.

N. Evaluation and review

This policy will be formally reviewed every year by the Data Protection Officer and the relevant department(s) within the University. In addition, the effectiveness of this Policy will be monitored as necessary on an on-going basis to ensure it is compliant with relevant legislation.

This policy was last updated in January 2026.