

## **St Catherine's College, Oxford**

### **Audio-Visual Recording Privacy Notice**

#### **Data protection**

In exceptional circumstances, when responding to potentially significant health and safety or security incidents in College, we (St Catherine's College) may need to use audio-visual recording (AVR) devices, including mobile phones and body-worn cameras, to record sounds and images that reveal information about you (personal data). We will be the data controller of this information. We will therefore decide how to use it, and be responsible for protecting it in accordance with the General Data Protection Regulation and associated legislation.

#### **How we use your data**

We will use your data to detect and prevent crime, ensure the security of College premises, and protect the health and safety of College members and visitors. Access to your data will be restricted to those who need it for these purposes. In exceptional circumstances, we may share your data with University or public authorities, and with other third parties where legally required to do so.

Before activating an AVR device, we will announce clearly to those present our intention to record. We will take all reasonable steps not to record your personal data. When processing your data, we will take all reasonable steps not to reveal your identity.

If recordings of your personal data reveal evidence of potentially serious misconduct or breach of general law, or of a potentially significant threat to health and safety or College security, we will share them with those responsible for investigating and responding to such matters. This will usually include the Dean, and may also include the Master and other members of College staff. We will only retain your data for as long as necessary to meet the purposes above and to fulfil our legal and regulatory duties.

We need to process your data for these purposes to protect the vital interests of College members and visitors. It is unlikely but possible that your data will reveal sensitive information about you, such as your ethnic or racial origin. Where this is the case, we will need to meet an additional requirement to process them. The additional requirement we meet is that the processing is necessary to fulfil our health and safety obligations to our members and visitors. We will only use your data for the purposes for which we collected them and for related compatible purposes. We will not use your data for any unrelated purpose without your prior consent. Nor will we use your data to make any automated decisions regarding you.

#### **Data security**

Your data will be held securely in electronic form, in accordance with our Information Security and Data Protection policies and procedures, available on our [website](#).

#### **Further information and contact**

Further information about your data protection rights, including a copy of our AVR Data Protection Impact Assessment, is available on our [website](#). If you wish to raise any queries or concerns about our use of your data, please contact us at [dpo@stcatz.ox.ac.uk](mailto:dpo@stcatz.ox.ac.uk).

Date of Governing Body approval: 14 October 2020