

University of Oxford Security Services (OUSS) Privacy Notice

Data protection

In the course of providing their services, the University of Oxford Security Services (OUSS) collect information about yourself ('personal data'). This data can be provided by the data subject, such as when you report an incident; by your department, such as when requesting vetting services; and in some cases it is collected in the course of delivering the service, such as CCTV images. We (the University of Oxford) are the 'data controller' for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation.

How we use your data

We will use your data for a number of reasons related to safety and security, including but not limited to:

- Informing you of potential risks in your building or area
- Providing support in the event of a safety, security and welfare incidents
- Responding to emergencies and incidents that require us to contact you
- Supporting the local police in the course of their duties
- Vetting
- University Staff Parking Permit Scheme – for parking enforcement
- Crime Prevention Initiatives – Bike Register
- Telephone recording and monitoring
- Communication – estates radio system, Security Liaison Officer group, Head Porters Liaison Group

We need to process your data for this purpose/these purposes to meet our legitimate interests relating to the governance, management and operation of the University, in this case providing a safe and secure physical environment to all staff, students and visitors.

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

Who has access to your data?

Access to your data within the University will be provided to those who need to view it as part of their work in carrying out the purposes described above.

We may share your data with companies who provide services to us, such as for vetting and Bike Register. These companies are required to take appropriate security measures to protect your data in line with our policies. We do not allow them to use your data for their own purposes. We permit them to process your data only for specified purposes and in accordance with our instructions.

In the case of CCTV images we may also share your data with the following organisations for the reasons indicated:

- Thames Valley Police – for the prevention and detection of crime and to support police investigations.
- British Transport Police, Oxford City Council, Oxford County Council, Oxford Brookes University – as part of co-ordinated efforts to reduce crime in Oxford

Where we share your data with a third party, we will seek to share the minimum amount necessary.

Retaining your data

The length of time we retain your data depends on the type of data:

- CCTV images - 30 days at which point it is automatically overwritten, unless the images have been requested by a third party as described above.
- Vetting information – 93 day auto-delete carried out by the contractor, Horus. 100 days for hard copy information
- Command & Control incident logs– 3 years at which point incident logs are auto deleted.
- Command and control - data base that contains details of person(s) with specific responsibility for the building – data is retained for as long as that person holds that responsibility.
- Parking database – data culled from Estates Services Planon system at the end of the current permit year.
- Telephone recordings - auto deleted after 30 days
- Bike register details – culled 30 days
- Estates radio system, Security Liaison Officers group and Head Porters Liaison Group contact details retained for as long as that person holds that specific responsibility.

Security

Your data will be held securely in accordance with the University's policies and procedures. Further information is available on the University's Information Security website

<https://www.infosec.ox.ac.uk/>

Where we store and use your data

We store and use your data on University premises, in both a manual and electronic form.

Electronic data may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"), for example, when we communicate with you using a cloud based service provider that operates outside the EEA such as Survey Monkey/MailChimp/Eventbrite/Wuhoo/ etc.

Such transfers will only take place if one of the following applies:

- the country receiving the data is considered by the EU to provide an adequate level of data protection;
- the organisation receiving the data is covered by an arrangement recognised by the EU as providing an adequate standard of data protection e.g. transfers to companies that are certified under the EU US Privacy Shield;
- the transfer is governed by approved contractual clauses;
- the transfer has your consent;
- the transfer is necessary for the performance of a contract with you or to take steps requested by you prior to entering into that contract; or
- the transfer is necessary for the performance of a contract with another person, which is in your interests.

Your rights

Information on your rights in relation to your personal data are explained [here](#).

Staff and student privacy notices can be located at:

<https://www1.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/>

Contact

If you wish to raise any queries or concerns about our use of your data, please contact us at securityservices.updates@admin.ox.ac.uk. For queries about your rights please contact data.protection@admin.ox.ac.uk