

IMPORTANT: Please ensure you have been provided with our ([general privacy notice](#)) for collecting personal information. You can also see our ([privacy statement](#)) on our website for further details on how we collect, use, share and store personal information.

Specific processing purposes and legal basis, etc: CCTV and Body-worn cameras



(controller) who we are:

Glasgow Life, the operating name of Culture and Sport Glasgow, is the controller of personal information collected by us that is necessary for our processing purposes. See [contact us](#) for details of our data protection officer.



Specific (purposes) why do we need your personal information and what do we do with it?

We operate CCTV inside, outside and in the entrances to our buildings. Community Safety Glasgow also operate CCTV on our behalf. The footage we (or Community Safety Glasgow) record is used for the prevention and detection of crime; to protect the public and our staff; and to resolve any complaints against or conduct of our staff. Where fixed CCTV cameras are operating, there will be signs clearly displayed.

A limited number of staff at certain locations may at times wear body-worn cameras. Body-worn camera footage is used for the same purposes as CCTV. Body-worn cameras do not record all the time. The staff member has to choose to turn it on, and policies are in place to ensure that they will always warn the member of the public when they do so.

Categories of personal data and lawful basis:

In order to provide this, we need to process some or all of the following categories of personal information:

- CCTV footage; and
- Body-worn camera footage.

By its very nature, CCTV or Body-worn cameras may capture sensitive personal information about people which may include committing offences. We process this sensitive personal information for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law.

Under data protection law, we are permitted to use information this way because we have a statutory duty to protect the public. We also have a legitimate interest in securing our premises or property and ensuring the safety of our staff.



Specific (sharing) who do we share your information with?

- We may need to share your information with other public bodies if required to do so by law or for regulatory purposes;
- Your information will be shared with law enforcement bodies where required or permitted by law.

Glasgow Life (or Community Safety Glasgow) has an obligation to assist in the prevention and detection of crime and will supply specific footage if we are asked to provide to Police Scotland or other crime detection agencies or if it is in our own legitimate interests to do so, provided we are satisfied that the request is connected with an investigation and that disclosure would be lawful and proportionate.

Glasgow Life (or Community Safety Glasgow) will ensure that any external agency that receives disclosed information is fully aware of and accepts its responsibility as outlined in the General Data Protection Regulation (GDPR) and Data Protection Act 2018.



Specific (legal basis) for using your information:

We (or Community Safety Glasgow) rely on the following:

- performance of a task carried out in the public interest;
- legitimate interests (for securing our premises or property and ensuring the safety of the public and our staff)
- legal obligation (where required by law);
- for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity; and
- for reasons of substantial public interest (preventing or detecting unlawful acts).

Some of the above legal bases for processing will overlap and there may be several grounds which justify our use of your personal information.

You can see a summary of how **your rights** are implemented for each **legal basis** used at: www.glasgowlife.org.uk/privacy-rights



(more information):

Our standard retention period for CCTV is 31 days for Glasgow Museums and 14 days for all other venues or facilities. Our standard retention period for Body-worn cameras is 31 days. If footage is disclosed as part of an investigation to any law enforcement body they will also become the data controller of the disclosed footage.

You can find more details about how we handle your personal information at: www.glasgowlife.org.uk/privacy. If you need help in another format e.g. large print, braille or audio, please ask a member of staff, contact us or visit: www.glasgowlife.org.uk/accessibility



(contact us):

You can contact our data protection officer about any data protection matter by post at this address: c/o Data Protection, GCC, City Chambers, George Square, Glasgow G2 1DU, United Kingdom; by email at: dataprotection@glasgow.gov.uk; and by telephone on: 0141 287 1055.