

## 1. Data Controller

The University of Northumbria at Newcastle (“we”, “our”, “us”) is registered with the Information Commissioners Office as a Data Controller - Registration Number [Z7674926](#). We are committed to processing personal data in accordance with our obligations under the UK General Data Protection Regulation (GDPR) and related UK data protection Act 2018.

## 2. Why do we process your Personal Data?

We store and processes material generated from the operation of a time-lapse camera placed on our building to record the construction of our new facilities on campus. We do this because we believe that such images will be of interest to our Staff and Students, members of the public and to future students who want to follow the progress of construction work. We will take two individual images per hour to create a time lapse film at the end of the project and publish this on our website. This will also be used for marketing purposes.

## 3. Categories of Personal Data we process

The pictures of the construction site cameras are taken in coarse granularity/resolution and from a large distance, so that neither people nor vehicles are zoomed in and should be identified easily, but in limited circumstances some images of individuals may be captured in an instant.

## 4. The lawful basis for processing your data

The first principle of the General Data Protection Regulation (GDPR) requires that whenever an organisation processes personal data, it must be processed ‘lawfully, fairly and in a transparent manner’. This requires is to identify a lawful basis under Article 6 GDPR.

Processing is carried out due to the legitimate interest of the University in accordance with Article 6(1)(f) GDPR. The legitimate interest lies in informing the interested parties of the ongoing development and producing and publishing a time-lapse film for purposes such as marketing.

## 5. How do we keep your Personal Data Secure?

We have implemented appropriate physical, technical, and organisational security measures designed to secure your personal data against accidental loss and unauthorised access, use, alteration, or disclosure. We limit access to personal data to those employees, agents, contractors, and other third parties that have a legitimate business need for such access.

## 6. Sharing your Personal Data with Third Parties

The time-lapse camera is operated by the university a data controller and data processor. A limited number of designated staff will have access to images until such time as the time lapse video is produced. The time lapse video will be made available to staff and external stakeholders via the university Staff Portal and university website. At this point the individual images used to create the time lapse video will be deleted.

### 7. How Long will your Personal Data Held?

We will retain the video material from the construction site cameras for up to 24 months following completion of the construction work, which is scheduled to end in 2026.

### 8. What Are Your Rights Under GDPR

GDPR provides individuals a number of rights in relation to the processing of personal data, each of which may apply to differing degrees' dependent upon the nature of the processing and the legal basis for it. You have the right to:

- Be informed as to how we use your data (via this privacy notice)
- Request access (a copy) of the personal information that we hold about you.
- Correct inaccurate or incomplete data
- Request that we stop sending you direct marketing communications.

In certain circumstances, you may also have the right to:

- Ask to have certain data 'erased by us.
- Request that we restrict certain processing of your personal data.
- Request that we provide any data you submitted to us electronically be returned to you or passed to a third party as a data file.
- Object to certain processing of your personal data by us

### 9. Data Protection Officer (DPO) Contact Details

Our Data Protection officer is Duncan James. To exercise your rights, or if you wish to raise a concern about our processing of your data, please contact the DPO on +44 (0)191 243 7357 or via email at [dp.officer@northumbria.ac.uk](mailto:dp.officer@northumbria.ac.uk).

### 10. Lodging a Complaint with the Information Commissioners Office (ICO)

If you are dissatisfied with our processing of your data, or a response to a complaint you have made to us, you have the right to complain to the ICO via Telephone: 0303 123 1113 (local rate) or 01625 545 745, via email: [casework@ico.org.uk](mailto:casework@ico.org.uk) or for more information see [Information Commissioner's web site](#).