



THE UNIVERSITY of EDINBURGH
Accommodation, Catering and Events

Privacy Policy

The Property and Residential Services team (P&RS), as part of Accommodation, Catering and Events (ACE), adhere to the Privacy Policies of both the University of Edinburgh and Accommodation, Catering and Events.

These can be found at the following locations using the links below:

- <https://www.ed.ac.uk/about/website/privacy/policy>
- <http://www.accom.ed.ac.uk/privacy-policy/>

This privacy policy explains how we use any personal information we collect about you in relation to incident tracker, CCTV and access control across the sites that ACE operate.

Topics:

- [What information do we collect?](#)
- [How do we use the information?](#)
- [Access to your information and its correction](#)
- [How long we keep your personal data](#)
- [Marketing information](#)
- [Our partners](#)
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[What information do we collect?](#)

We collect the following information about you:

- CCTV images
- Dates and times when your key fob has been used to access your building and catering facilities at the John McIntyre Centre
- Details of incidents and events involving our residents, guests and buildings relating to safety, security, wellbeing and tenancy matters

[How do we use the information?](#)

ACE this information for the following reasons:

- to monitor the estate (CCTV) to ensure the safety and security of our students, staff and visitors
- in relation to security breaches, to monitor when doors have been accessed and by whom
- to record and analyse incidents and outcomes arising across the ACE estate

We record and use the information about you because

- the processing and retention of data to protect the public interest on open access sites
- of the legitimate interest in the security of our buildings and residents

[Access to your information and correction](#)

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of the information, then please e-mail us at

Accommodation@ed.ac.uk

or write to us at the following address

Data Steward
 Property and Residential Services
 Pollock Halls
 18 Holyrood Park Road
 Edinburgh
 EH16 5 AY

We want to make sure that the personal information that we hold is accurate and up to date. You can ask us to correct or remove information you think is inaccurate.

[How long we keep your personal data](#)

We are required by law or best practice to keep your personal data for time scales as outlined below:

Access Control	3 years
Incident Tracker	2 years
CCTV images	1 month

[Marketing information](#)

We do not use any of your personal data for marketing purposes and we do not use profiling or automated analysis in our decision-making processes.

[Our partners](#)

We work with other parties both within the University and with external bodies to meet our obligations re: safety and security of students; visitors and staff.

These include but are not limited to

- University of Edinburgh departments outside ACE
- Police Scotland
- Scottish Fire and Rescue Service
- Health and Safety Executive
- Border Agency

We only provide data requested by 3rd Parties when the required paperwork has been supplied and checked as meeting all criteria for release.

[Changes to our privacy policy](#)

We keep our privacy policy under regular review and we will place any updates on this web page.

This privacy policy was last updated on 25th May 2018.

[How to contact us](#)

Please contact us if you have any questions about our privacy policy or information we hold about you

- By e-mail: Accommodation@ed.ac.uk
- Or write to us at:
Data Steward
Property and Residential Services
Pollock Halls
18 Holyrood Park Road
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