

## INFORMATION CLAUSE – VIDEO SURVEILLANCE

According to the General Data Protection Regulation of 27 April 2016, hereinafter referred to as GDPR, we would like to inform you that:

1. Your personal data controller is the University of Gdańsk with its seat in (80-309) Gdańsk at ul. Jana Bażyńskiego 8, represented by the Rector.
2. The personal data controller has appointed a Data Protection Officer, who may be contacted by phone at +48 58 523 31 30, +48 58 523 24 59 or by e-mail at: iod@ug.edu.pl. The Data Protection Officer may be contacted in all matters regarding the processing of personal data and exercising rights connected with the processing.
3. The video surveillance system is being operated in order to provide security to members of the academic community and other persons on University of Gdańsk premises, to provide protection for University property and public utility facilities, and to maintain the confidentiality of information, the disclosure of which may compromise the University.
4. Video surveillance encompasses in particular the following areas within the University of Gdańsk: entry/exit points into/out of the University premises, parking spaces, building facades, main entrances into buildings as well as corridors and staircases.
5. The legal basis for processing personal data as part of video surveillance is:
  - Article 6 Section 1 Letter c of the GDPR, with the processing being necessary for compliance with a legal obligation to which the controller is subject, in particular Article 222 of the Labour Code.
  - Article 6 Section 1 Letter f of the GDPR, with the processing being necessary for the purposes of the legitimate interests pursued by the controller.
6. Surveillance camera footage shall be retained for a period no longer than one month from the day of recording, unless there is justified necessity to retain it for the purposes of evidence in preliminary proceedings conducted by appropriate authorities. In this case, the retention period may be extended until the legally binding conclusion of proceedings.
7. Your personal data will not be disclosed to external entities, except in cases prescribed by law. Moreover, the recipient of your data may be an entity acting on behalf of the controller i.e. an entity which provides technical system maintenance services as well as direct protection of persons and property.
8. Under the terms of the GDPR, persons whose personal data is processed by the University in connection with operating video surveillance have the right to:
  - a) access their data,
  - b) rectify their data, should it be factually incorrect,
  - c) erase or restrict the processing of their data, as well as the right to data portability – in cases prescribed by law,
  - d) object to the processing of data,
  - e) lodge a complaint with a supervisory authority – President of the Personal Data Protection Office, should they consider that the processing of their personal data infringes personal data protection regulations.