



## Privacy Notice

<b>Document Name</b>	Lancaster University Leipzig CCTV Privacy Notice
<b>Brief Description</b>	Privacy notice to cover the use of CCTV at Lancaster University Leipzig entrance areas.
<b>Responsibility</b>	Marcin Szalast
<b>Initial Issue Date</b>	04/2026

Date	Version Number	Summary of Changes	Reviewer name & department
24/04/2026	0.1	Draft	K. Marshman - Privacy
28/04/2026	0.2	Amendments	Dr E. Grindel-Denby
28/04/2026	0.2	Amendments	K. Marshman - Privacy
28/04/2026	1	Final	K. Marshman - Privacy

Information Classification: Public

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## 1. Introduction

Navitas, as party holding responsibility for the Leipzig premises, respects your right to privacy. This privacy notice explains who we are, how we collect, share, and use personal information about you, and how you can exercise your privacy rights.

Navitas reserves the right to make changes periodically to this Privacy Notice at our discretion, when needed. Any changes will be communicated to you, so you are kept up to date with the information you are entitled to.

## 2. Navitas

Navitas is a global education provider (ABN 69 109 613 309). Our head office is in Perth, Western Australia at the following address:

Navitas Pty Ltd Level 8 Brookfield Place  
125 St Georges Terrace PERTH WA 6000 Australia

The Company has subsidiary companies and affiliated organisations operating in Australia, New Zealand, Canada, UK, Europe, Africa, Southeast Asia, North Asia, South America, the Middle East, and the USA, collectively called the “Company”.

The European head office is in the UK at the following address:

Navitas UK Holdings Limited  
The Lambourn  
Wyndyke Furlong  
Abingdon  
Oxfordshire  
OX14 1UJ

You can contact Navitas for any privacy related questions or concerns, from any country in the world by emailing the Privacy Team at [privacy@navitas.com](mailto:privacy@navitas.com)

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### **3. The personal data we are collecting from you and how we will use it**

Our CCTV system has cameras placed in our entrance areas across the three Lancaster University Leipzig Campus floors.

The CCTV is a deterrent measures for any anti-social behaviour which may require intervention or breeches to Lancaster University Leipzig's house rules (Hausordnung), or instances of theft of criminal activity. If the deterrent of the CCTV is not enough, then the footage captured of any antisocial behaviour or criminal activity, or potential criminal activity, will be used to investigate further and will be, where appropriate to do so, provided to the German police or the courts.

### **4. The lawful basis for collecting and processing your personal data**

We are collecting and processing your personal data under "Legitimate interests".

### **5. How long do we keep your Personal Data?**

The footage collected by the CCTV will be kept for 2 weeks, at which point it will be automatically overwritten by the system with new footage.

### **6. Sharing your Personal Data**

#### Sharing within Navitas

Access to the CCTV system is limited to three roles within the campus, namely Campus Director, Campus Operations Manager and the IT Technician (latter for support only). No one else, in the campus, or wider in Navitas, has access or would be granted it without the permission of the privacy team.

Information Classification: Public Sharing outside of Navitas

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No systematic sharing of the CCTV will take place. The only time sharing outside of the campus will take place, is in the event of criminal activity, at which point if anything is caught on the CCTV, it will be provided to German law enforcement institutions securely, upon their request.

## 7. International Transfers of your Personal Data

There is no regular sharing of the CCTV footage to anyone outside Lancaster University Leipzig.

## 8. Your rights over your Personal Data explained

Navitas fully respects the GDR regulations in compliance with the German local DGSVO.

As such, your rights are listed below. Depending on what lawful basis is being used to collect and process your personal data, some of the data subjects rights may not be engaged. We have highlighted those which do not apply to you in respect of the personal data we are using in this privacy notice, below in bold.

- Right of access – Request a copy of the personal data Navitas holds on you.
- Right to rectification
- Right to erasure
- Right to restriction of processing
- **Right to portability**
- Right to object
- **automated decision-making, including profiling**

For any questions, queries, or to make a request, no matter where in the world you are located, please email [privacy@navitas.com](mailto:privacy@navitas.com).

## 9. Questions or Issues you may have

If you are contacting us to complain about an alleged breach of this Privacy Notice, or you have a question, please provide us with as much detail as possible so that we can deal with your concern quickly and effectively.

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We will take every privacy complaint seriously and assess it with the aim of resolving the issue swiftly.

## 10. Our Contact Details

If you wish to contact the DPO for Navitas, and raise any queries or concerns, they can be contacted via [privacy@navitas.com](mailto:privacy@navitas.com)

## 11. Contacting your Supervisory Authority

If you need to make a complaint about how Navitas collects and uses your personal data, we kindly ask that you contact us in the first instance on [privacy@navitas.com](mailto:privacy@navitas.com). The Regulators, no matter what country they reside in, would prefer that Navitas tries to resolve any issues with you first before you contact them.

However, the Regulators are there for your concerns, and if you feel Navitas has not handled your complaint appropriately, we encourage you to contact them. Navitas is committed to open and transparent processing of your personal data and welcome the Regulators view.

Sächsischer Datenschutzbeauftragter

**Address:** Devrientstraße 5, 01067 Dresden

**Postal Address:** P.O. Box 11 01 32, 01330 Dresden

**Phone:** +49 351 85471 101

**Fax:** +49 351 85471 109

**Email:** [saechsdsb@slt.sachsen.de](mailto:saechsdsb@slt.sachsen.de)

**Website:** [sachsen.de](http://sachsen.de)

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