

Privacy Notice

Video Surveillance at the de Duve Institute

The de Duve Institute operates a video surveillance system inside its buildings, located at Avenue Hippocrate 74 and 75 in Brussels. Images are captured and recorded, on which individuals can be recognized. This privacy notice gives information about the system and how these personal data (images) are processed, as well as about the rights of individuals captured on the images.

This privacy notice covers the video surveillance inside the buildings of the de Duve Institute only. Safety cameras outside the buildings are operated and controlled by UCLouvain.

1. Purpose

The de Duve Institute collects data through a video surveillance system for the following reasons:

- To ensure the security of the building, the safety of the institute's personnel and visitors, as well as property and information located or stored on the premises;
- To prevent, deter, and if necessary, investigate unauthorised physical access;
- To prevent, detect and investigate a theft of equipment or assets owned by the de Duve Institute, visitors or staff, or threats to the safety of personnel working at the institute.

The video surveillance system is not used for any other purpose (such as to monitor the work of employees or their attendance).

2. Legal grounds

The de Duve Institute uses video surveillance equipment for its legitimate interest to ensure safe operations and a safe working environment, and to protect its property.

3. The following information may be collected from you

The cameras are installed inside the buildings, namely at the building entrances, in the hallways and in some rooms where access is limited to authorised persons. The system records 24hr/24, 7d/7 and collects camera images only, no sound is recorded.

The system is operated as a "black box", which means the footage is automatically deleted after two weeks and only accessed in case of an incident.

4. Who is responsible for processing your personal data?

The controller is the de Duve Institute, Avenue Hippocrate 75, 1200 Brussels

5. Recipients of the personal data

The recordings can be accessed by the Facility Management staff of the de Duve Institute only.

In case of a security incident or threat and for the purposes mentioned at 1. only, the recordings may be shared internally with involved managers or employees, or externally with public authorities (e.g. the police, judicial department) or other involved organisations (e.g. insurance company), after authorisation by the head of Facility Management.

If, in accordance with Belgian legislation, public authorities require the controller to disclose footage (e.g. for investigation), the controller is obliged to cooperate.

The recordings will not be disclosed for other purposes or to other people or organisations.

6. Retention

Unless the recordings are saved and kept for the purposes mentioned at 1., the recordings will be erased automatically after a period of 14 days when they are overwritten by new video footage.

7. Security

We use several security technologies and procedures to protect the video recordings from unauthorised access, use or disclosure. We keep the data on video and computer systems that are limited in access and are in a controlled facility.

8. Individuals' rights and how to exercise them

At the main entrance of the building, there is a sign notifying employees and visitors about the video surveillance, and providing a link to this Privacy Notice.

In accordance with the GDPR, you, as a data subject, have in certain circumstances the right to see your personal data (footage) or have it deleted. If you wish to exercise this right, if you think the processing to these data (footage) is unlawful, or if you wish to make a complaint, you may contact the DPO of the de Duve Institute (Francisca Voermans).

The DPO can be contacted by email: Francisca.Voermans@uclouvain.be, or by sending a letter to:

de Duve Institute
Francisca Voermans, DPO
Avenue Hippocrate 75
1200 Brussels

We aim to respond to any requests for information promptly, and in any event within the legally required time limits (30 days).

You also have the right to lodge a complaint with the Belgian Data Protection Authority:
<https://www.dataprotectionauthority.be/citizen>

9. Regular updates

This Privacy Notice may be regularly updated.