

Hadley Wood Security CCTV Privacy Notice

1. Introduction

Hadley Wood Security (HWS) ("we," "us," "our") is committed to protecting your privacy and ensuring compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018). This privacy notice explains how we use CCTV (Closed Circuit Television) systems to collect and process personal data.

2. Purpose of CCTV Monitoring

We operate Audio Visual CCTV systems for the following purposes:

- Ensuring the security and safety of the general public and residents' premises.
- Preventing and detecting crime.
- Assisting police in the investigation of crimes and civil investigations primarily motor vehicle insurance companies.

3. Lawful Basis for Processing

Under UK GDPR, our lawful basis for processing CCTV footage is:

- **Legitimate Interests (Article 6(1)(f))** – CCTV usage is necessary for the security of individuals and property.
- **Legal Obligation (Article 6(1)(c))** – Compliance with legal and regulatory requirements where applicable.

4. Areas Covered by CCTV

CCTV cameras are positioned in strategic locations, including but not limited to:

- Premises entrances and exits.
- Premises boundaries covering public areas and carriage ways.
- External perimeters. Cameras are not installed in areas where privacy is expected, such as rear gardens and private land.

5. How We Handle Your Data

- CCTV footage is stored securely and accessed only by authorised personnel.
- We do not use CCTV for automated decision-making or profiling.
- Footage may be shared with law enforcement agencies or regulatory bodies when legally required.

6. Retention of CCTV Footage

CCTV recordings are retained for a period of 60 days +/- 7 days, on static sites, the exact times are site specific due to Hard Drive Sizes and the number of cameras on the system, this dictates varying levels of data retention, on mobile vehicles the retention period is 24 days. Footage is deleted automatically after this period unless required for ongoing investigations or legal purposes, after

which they are then securely stored via encryption for up to 7 years in accordance with statutes of limitation for proceedings, then deleted.

7. Sharing of CCTV Data

We may share CCTV footage:

- With law enforcement agencies for crime prevention or detection.
- With legal representatives where necessary for legal proceedings.
- With insurers or regulatory bodies where required.

We do not share CCTV footage with third parties for marketing or unrelated purposes.

8. Your Rights

Under UK GDPR, you have the right to:

- Request access to your personal data (Subject Access Request).
- Request correction or deletion of inaccurate data.
- Object to the processing of your data under certain circumstances.
- Lodge a complaint with the Information Commissioner's Office (ICO) if you believe your rights have been violated.

9. Contact Information

For further information or to exercise your rights, please contact us:

Hadley Wood Security
info@hadleywoodsecurity.com

10. Changes to This Notice

We may update this notice from time to time. The latest version will be available on our website or upon request.