

## **CCTV PRIVACY NOTICE**

**The Hadley Wood Association**

**Registered office The HWA Centre, 1-7 Crescent East, Barnet, Herts EN4 0EL**

**Registered charity no. 1079744**

CCTV is in operation in the car park, centre and grounds. Signs are displayed notifying users that CCTV is in operation.

### **WHAT DATA WE COLLECT**

The Hadley Wood Association will be the Data Controller of all the personal data we collect both graphical and non-graphical. The images from the CCTV cameras in use in the grounds, car park and entrances to the buildings are the graphical data.

### **WHY WE COLLECT YOUR DATA**

For the purposes of users and staff safety, crime prevention and detection.

### **HOW WE OBTAIN YOUR DATA**

From the CCTV cameras in the grounds, car park and entrances to the buildings.

### **WHO WILL HAVE ACCESS TO YOUR DATA**

The images will be available to the Trustees, staff and authorised users only. We may disclose images to other authorised bodies who intend to use it for the purposes stated above.

### **HOW LONG WE WILL KEEP YOUR DATA**

Images captured by CCTV will not be kept for longer than necessary.

### **PROTECTING YOUR DATA**

We are committed to ensuring that your personal data is secure. We will inform you and the regulators if things go wrong and also let you know what we did to recover from such an incident.

### **WHAT ARE YOUR RIGHTS?**

You have the right to see CCTV images of yourself and be provided with a copy of the images in accordance with the General Data Protection Regulation.

If you wish to raise a complaint on how we have handled your personal data, you can contact us for the attention of the Chair of the Trustees at [hadley.woodassoc@btconnect.com](mailto:hadley.woodassoc@btconnect.com) to have the matter investigated.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office [www.ico.org.uk](http://www.ico.org.uk)

*This CCTV Privacy Notice should be read in conjunctions with our Privacy Notice*