

## **Privacy Notice: CCTV on our Premises**

The Glen Settlement Trust and Glen Land Management Ltd are committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you in the form of video and images captured by CCTV whilst you are on our Premises, for the purposes of crime prevention and public safety, in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and any other applicable laws relating to data protection and privacy.

The "Premises" shall be [1] Glen House main courtyard [2] point of entry to Stable Courtyard at west gate and [3] point of entry to farm at farm bridge crossing.

The Glen Settlement Trust and Glen Land Management Ltd are the "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

### **Data protection principles**

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

### **The kind of information we hold about you**

Personal data, or personal information, means any information about an individual from which that person can be identified. This does include video and images captured on CCTV that can be used to identify you.

### **We may collect, store, and use the following categories of personal information about you:**

- CCTV images and footage.

## What we do with your personal information

<b>Personal Information We May Process:</b>	<b>Our Reasons for Processing</b>	<b>Our Legitimate Interests</b>
Any video and image captured on CCTV on the Premises	Our legitimate interests	<p>We currently use CCTV on our Premises as outlined below. We believe that such use is necessary for our legitimate interests, including:</p> <ul style="list-style-type: none"><li>• to prevent crime and protect buildings and assets from damage, disruption, vandalism and other crime;</li><li>• for the personal safety of staff, visitors and other members of the public and to act as a deterrent against crime;</li><li>• to support law enforcement bodies in the prevention, detection and prosecution of crime;</li><li>• to assist in the effective resolution of disputes which arise in the course of disciplinary or grievance proceedings; and</li><li>• to assist in the defence of any civil or criminal proceeding.</li></ul>

### Where do we obtain your information?

In most cases we will obtain this information from you directly or from images and video captured on CCTV cameras on our site or Premises

### Who do we share your information with?

We may share your personal information with our professional advisors, external contractors, and auditors (e.g. HR and legal advisors), where we consider that this is reasonably necessary for any of the legitimate interests set out above. In addition, we may share your personal information with law enforcement agencies where this is required for the prevention, detection or prosecution of crime.

### Security

We employ administrative, electronic and physical security measures to ensure that the information that we collect about you is protected from access by unauthorised persons and protected against unlawful processing, accidental loss, destruction and damage.

### **The period for which the personal data will be processed**

We will retain personal data securely and only in line with how long it is necessary to keep for the purposes or for a legitimate and lawful reason.

Our typical retention periods are as follows:

<b>Type Of Personal Data</b>	<b>Retention Period</b>
CCTV images and videos	No longer than one month from the date the footage was taken

Some personal data may be retained for longer where it is in our legitimate interest to do so, such as to protect and defend our legal rights. Individuals can request that other information relating to them be erased and we will deal with such requests in accordance with the law.

### **Data subject's rights**

As an individual, you have the following rights as a data subject under applicable Data Protection Laws in relation to the processing of your personal data:

- The right to request from us access to information held about you
- The right to request that inaccurate data held about you is rectified
- The right to request the erasure of personal data
- The right to restriction of processing
- The right to object to processing, and
- The right to data portability.

For more information and guidance about any of these rights please go to the website of the Information Commissioner's Office at <https://ico.org.uk/>.

### **Complaints**

If you think there is an issue in the way in which we handle your personal data, you have a right to raise a complaint with the Information Commissioner's Office. Their website contains details of how to make a complaint: <https://ico.org.uk/global/contact-us/>.

### **Changes to this Privacy Notice**

We keep our Privacy Notice under regular review and reserve the right to update and amend it. This notice was last updated in February 2023.

### **Further information**

For further information about the processing of your personal data, or to exercise any of your rights as a data subject, please contact the Data Controller at the following email address, [cctv.glenhouse@gmail.com](mailto:cctv.glenhouse@gmail.com)