



Privacy Notice – Nigel Copping Community Building CCTV

This privacy notice tells you about the information we process about you when your image or personal data is captured via one or more of our CCTV cameras. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

Who are we?

We are the CVS for Broxbourne & East Herts. Our address is the Nigel Copping Community Building, Sanville Gardens, Stanstead Abbots, SG12 8GA. You can contact us via post at the address above, via email at admin@cvsbeh.org.uk or by telephone on 0300 123 1034.

Our appointed Data Protection Officer is Sarah Forbes. You can contact her about any enquires regarding our use of your personal data via post at the address above, via email at sarah@cvsbeh.org.uk or by telephone on 0300 123 1034.

How do we use your personal data?

When you visit our building, your image may be captured via one or more closed circuit television (CCTV) cameras located within the building.

These images are collected mainly to help us address issues such as unauthorised entry and vandalism, which could have an impact on our costs and therefore on the prices at which we can provide our services at and disrupt the space available for the community. The images may also be used in the event of an incident occurring in our building and may help to clarify what happened.

Our use of CCTV relies on the lawful basis of legitimate interest to prevent crime and protect our staff, volunteers, users and visitors.

CCTV images are stored and processed on a dedicated CCTV recorder on-site. The recorder is in a locked room where only authorised CVSBEH staff have access.

We will keep CCTV images for three months after which they will be securely deleted, unless we are required to retain specific recordings as the result of an incident or on request of a law enforcement agency.

We do not use the information you provide to make any automated decisions that might affect you.

Your rights over your information

By law, you can ask us what information we hold about you, request to have access to it, and you can ask us to correct it if it is inaccurate.

If you believe we are not using your information lawfully you can ask us to stop using it for a period of time. In some circumstances, you may have the right to ask us to erase your personal data.

To submit a request by email, post or telephone, please use the contact information provided above.

Your right to complain

If you have a complaint about our use of your information, we would prefer you to raise in with us in the first instance to give us the opportunity to put it right, but you can also contact the Information Commissioner's Office via their website at www.ico.org.uk/concerns or write to them at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF