

Privacy Notice

For the use of Surveillance Cameras

Data Controller: Hospiscare, Searle House, Dryden Road, Exeter EX2 5JJ

Data Protection Officer: Chief Executive Officer, email at info@hospiscare.co.uk

As part of ensuring site security and safety for staff, volunteers and visitors, the organisation records and processes personal images on various sites. The organisation is committed to being transparent about how it collects and uses the data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects data on various CCTV systems across a number of its properties, these include Searle House, The Warehouse Shop at Marsh Barton, Kings House and 90-92 Fore Street shop. Information collected includes:

- Your image, including the time and date you were present at that site.

The organisation collects this information via multiple cameras and it is temporarily stored on hard drives within the site.

Why does the organisation process personal data?

The organisation needs to process data for the prevention and detection of crime and for protecting the safety of staff, volunteers, customers and visitors.

Who has access to data?

Access is limited to the Estates team or responsible person at the relevant site. It may be shared internally or with the local police to fulfil the purpose of the prevention and detection of crime. It may be shared with third parties such as insurance companies if the request is deemed genuine and doesn't pose any risk to other people involved. It is also available to individuals who completed a satisfactory Subject Access Request (SAR).

How does the organisation protect data?

The organisation takes the security of data seriously. It has internal policies and controls in place to ensure that your data is not lost, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties and in line with the performance of the system.

For how long does the organisation keep data?

This varies depending on the system but generally the data is stored for up to four weeks before it is overwritten.

Any data that is requested is placed on an encrypted USB stick and passed to the relevant party - police, insurance company, or individual undertaking an SAR.

Your rights

As a data subject you have a number of rights. You can:

View or be provided with the information. This will be provided promptly (within 40 days) and within the recordable time range of the hard drive units. Hospiscare can charge £10 for this request.

If you would like to exercise any of these rights, please contact **Chief Executive Officer, Hospiscare, Searle House, Dryden Road, Exeter EX2 5JJ**. You can make a SAR by completing the organisation's form for making a SAR.

If you believe that the organisation has not complied with your data protection rights you can complain to the Information Commissioner - www.ico.org.uk.