

# CCTV Privacy Notice and Policy



**The English Bridge Union** Broadfields, Bicester Road, Aylesbury, HP19 8AZ

This notice explains how the English Bridge Union (“EBU”) uses personal information captured by our CCTV system. It sets out how we comply with data protection law, what your rights are, and confirms that the EBU is the **data controller** for any personal information recorded.

Our Chief Executive has overall responsibility for data protection compliance. We are not legally required to appoint a Data Protection Officer.

## 1. Information we may collect

Our CCTV system may record:

- Video footage and still images of you if you are within the camera’s field of vision
- Visual details such as your face, movements, car registration number, or other identifying features

We may also collect personal information if you (or someone acting on your behalf) contacts us with an enquiry, complaint, or other communication relating to CCTV.

## 2. How we use your information

We process CCTV recordings for the following purposes:

- Preventing and detecting crime
- Providing evidence in civil or criminal proceedings
- Assisting with investigations
- Ensuring safety and security
- Handling queries, complaints, or enquiries
- Maintaining records

Our lawful basis for processing this information is our **legitimate interests** in protecting people, property, and organisational security.

Where possible, we may anonymise footage (for example, by obscuring faces). Once anonymised, the data is no longer personal information and may be used for other purposes.

## 3. Sharing your information

We may share CCTV recordings with:

- Approved suppliers or service providers who manage our CCTV system
- Joint data controllers, where applicable
- Police and law enforcement agencies

- Security services (where relevant to national security)
- Individuals and insurers involved in incidents such as theft, damage, or accidents
- Investigators or legal representatives supporting civil or criminal cases
- Regulators, including the Information Commissioner's Office, where required by law

We will not sell your data or share it for marketing purposes. Disclosure only occurs where legally required or with your consent.

#### **4. International transfers**

We do not routinely transfer CCTV data outside the UK or EU.

- In limited cases, authorised staff may access CCTV data while abroad (e.g., during travel). They remain subject to UK law and our security measures.
- If disclosure to parties outside the UK/EU is required, we will ensure appropriate legal safeguards are in place before any transfer.

#### **5. Retention period**

- CCTV recordings are normally retained for **up to 35 days**, after which they are automatically overwritten.
- If footage is required for an enquiry, investigation, or legal case, it may be retained until the matter is resolved. This could extend for several years in the case of legal proceedings.
- Once no longer required, recordings will be securely deleted.

#### **6. Your rights**

Under data protection law, you have the following rights:

- To be informed about how your data is used
- To access personal data we hold about you
- To request correction of inaccurate data
- To request deletion of your data (in limited circumstances)
- To restrict processing (where conditions apply)
- To object to processing
- To request transfer of your data to another provider
- To object to automated decision-making

Please note: some rights may not apply to CCTV recordings due to the nature of the data and legal exemptions. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

## **Exercising Your Rights**

If you wish to exercise any of the rights outlined above, or if you have questions about how your personal information is handled, please contact us using the details provided in the *Contacting Us* section below.

If you are dissatisfied with the way we process your personal information, you have the right to raise a complaint with the UK Information Commissioner's Office. If you are based outside the UK, you may also contact your local data protection regulator or pursue a claim through the courts. However, we are committed to resolving concerns directly and encourage you to contact us first so we can address your complaint promptly.

## **6. Changes to This Notice**

We may update this privacy notice from time to time. Please check regularly to ensure you are aware of the most recent version.

## **7. Contacting Us**

If you have any queries or complaints regarding the personal information we hold about you, or if you would like further information about your rights, please contact our **Chief Executive, Gordon Rainsford** .

You can reach us by email at [gordon@ebu.co.uk](mailto:gordon@ebu.co.uk) or by writing to:

**English Bridge Union Ltd, Broadfields, Bicester Road, Aylesbury, Bucks, HP19 8AZ.  
Company Registration Number: 358588.**