



## **South Kensington Estates – CCTV Privacy Notice**

This notice explains how South Kensington Estates Limited and its subsidiaries (referred to in this notice as '**SKE**', '**we**', '**us**' or '**our**') is a controller for the personal information that it collects and uses about you as a result of the operation of its CCTV systems.

### **The purpose of CCTV**

We operate 24/7 CCTV recording, and process CCTV data in order to:

- Monitor safety
- Prevent and deter crime
- Provide evidence for court proceedings where legally required
- To assist authorities where required in the overall management of the local area, in the best interest of the local community and visitors to the area

### **Awareness**

We have visible signage across the Estate to advise that CCTV is in operation 24/7, including our company name and contact details.

### **Retaining personal data**

We will keep personal data only as long as is necessary to conclude the purpose(s) for which it was collected. CCTV data will be held and then automatically overwritten after 31 days.

### **Security and access to CCTV footage**

We continually review our procedures to ensure data is held in accordance with data protection guidelines.

- Data is held electronically on SKE's business software and systems in accordance with data protection legislation.
- Our ICT systems have appropriate security measures in place including firewalls and passwords.
- Our ICT systems have appropriate audits, permissions and restrictions in place, so that the roles within the business only have access to CCTV footage in order to fulfil their roles and comply with our legal obligations.

### **Sharing personal data**

Personal data will only be accessed by restricted SKE personnel in order to fulfil their duties, in accordance with data protection legislation.

We may be required or permitted, under data protection legislation, to disclose your personal data without your explicit consent, for example if we have a legal obligation to do, examples listed below. Where this is the case, it will be approved by a Director of SKE, with the disclosure appropriately logged in accordance with Data Protection guidance.



- Law enforcement
- Fraud investigations
- Regulation and licensing
- Criminal prosecutions
- Court proceedings

### **Your rights relating to our personal data**

You have a number of rights under data protection law in relation to how we collect and process your personal data. If you require further information about how we use your personal data as captured by CCTV, or if you wish to make a complaint about any data protection matter, please contact the Operations Director or Company Secretary at SKE on 020 7761 6420, or email [dataprotectionofficer@ske.org](mailto:dataprotectionofficer@ske.org) providing details of your complaint including any evidence of how we have not complied with data protection law.

If we are unable to resolve your complaint to your satisfaction, you have the right to complain directly to the data protection authority who will investigate your claim and take appropriate action if we are found to have misused your personal data:

Information Commissioner's Office (ICO)

[icocasework@ico.org.uk](mailto:icocasework@ico.org.uk)

Telephone: 0303 123 1113

Textphone: 01625 545860

Monday to Friday, 9am to 4:30pm

*By post:*

Information Commissioner's Office

Wycliffe House Water Lane

Wilmslow

Cheshire

SK9 5AF

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