

## PRIVACY NOTICE (CCTV)

Please Note: This Privacy Notice relates solely to the collection and processing of CCTV data. The detailed version of the full privacy notice regarding all data collected and held is available on our website, accessible from: [www.sheffieldcreditunion.com/privacy-policy/](http://www.sheffieldcreditunion.com/privacy-policy/) or you can request a copy by contacting our offices as detailed in section 1 below or by emailing [admin@sheffieldcreditunion.com](mailto:admin@sheffieldcreditunion.com).

**Contact Details:** Sheffield Credit Union: 16 Commercial Street, Sheffield, S1 2AT (registered office)  
Telephone: 01142760787 Email: [admin@sheffieldcreditunion.com](mailto:admin@sheffieldcreditunion.com)

**Data Collected:** We record video footage on CCTV which will affect members attending our offices.

**Legal Basis for Collection:** Our legal basis is legitimate interest. This comprises safety reasons, to protect the safety of members of the public and employees and to assist us in case of any dispute.

**Data Storage:** CCTV data may be passed on to the police for legal reasons, but is otherwise used only by Sheffield Credit Union. All servers on which data is located are located within the UK.

**Data Retention:** Data is stored for 30 days, and then is deleted. Data needed for ongoing investigations is kept for as long as necessary for the purposes of the investigation.

**Your Rights:** You have the following rights regarding the data held on our CCTV records:

- a) Right to be informed – you are being informed by means of this privacy notice;
- b) Right of access – access to your personal data upon your written request free of charge;
- c) Right to rectification – you are entitled to have your personal information corrected if it is inaccurate or incomplete. CCTV will record live footage, and so should not be inaccurate;
- d) Right to erasure or ‘right to be forgotten’ – enables you to request the deletion or removal of personal data. You will always be blocked out of any data used for legal or investigatory reasons if you are not the subject of the investigation;
- e) Right to restrict processing – you specifically ask for your data not to be processed (again it will only be processed for legal or investigatory reasons);
- f) Right to data portability - you have the right to obtain and reuse your personal data for your own purposes across different services. This will not apply as such data will not be exclusively related to one individual under most circumstances;
- g) Right to object – you can object to certain situations (ask us under which circumstances);
- h) Right not to be subject to automated decision-making including profiling. This does not apply with CCTV data;

**Complaints:** You have a legal right to lodge a complaint with the supervisory authority (ICO) if you consider that our processing of your personal information infringes data protection laws. You can

contact them by: a) Going to their website at: <https://ico.org.uk> b) Telephone on 0303 123 1113 c) Post to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

**Data Access Requests:** For more information about how your rights apply to your membership of the credit union or to make a request under your rights you can contact us by emailing [admin@sheffieldcreditunion.com](mailto:admin@sheffieldcreditunion.com) or writing to our Sheffield office. We will aim to respond to your request or query within one month or provide an explanation of the reason for our delay.

**Changes to Privacy Notice:** We reserve the right to update this Privacy Notice at any time and recommend that you check regularly on our website for updates.

Last updated: June 2018