

Rattlesden Community Council (Charity Number 304936)

Our contact details:

Name: Rattlesden Community Council

Address: The Pavilion, Birds Green, Bury St. Edmunds IP30 0RT

The type of personal information we collect:

We currently collect and process the following information:

- CCTV cameras record images and sound throughout the 24 hour day outside the Pavilion. These images are held for approx. 30 days dependent on movement detected.
- The CCTV will not record unless triggered by movement.

How we get the personal information and why we have it:

CCTV cameras are installed outside the Pavilion to capture images of people approaching the Pavilion or about the Pavilion including its veranda and ramp.

We do this and keep the CCTV images to:

- Capture images of individuals that may be violent to trustees or others, or cause malicious damage or engaged in theft or socially undesirable behaviour.
- Make it obvious to individuals who might be violent or cause malicious damage or engaged in theft, or socially undesirable behaviour that their images will be recorded and will be passed to the police.

Images of individuals who have been violent or engaged in malicious damage or theft or socially undesirable behaviour may be shared with the Police. They will not be shared with anyone else.

Under the UK General Data Protection Regulations (UK GDPR), the lawful bases we rely on for processing this information are:

We have a legitimate interest.

How we store your personal information

Your information is securely stored on a hard drive.

We keep all images taken outside the Pavilion or on the Pavilion veranda and ramp for 30 approx. days dependent on the movement detected. We then dispose of this information by setting an automatic override of the recording. All images are held on the hard drive of the CCTV system.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access:** You have the right to ask us for copies of your personal information.
- **Your right to rectification:** You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure:** You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing:** You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing:** You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability:** You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at www.rattlesdenpavilion.co.uk where you will find a contact form if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at www.rattlesdenpavilion.co.uk where you will find a contact form.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>