



## Scottish Rowing CCTV Privacy Statement

This notice sets out how **Scottish Rowing** uses your personal information which may be recorded on our CCTV system at the Scottish Rowing Centre. This notice explains how we comply with the law on data protection and what your rights are.

### What we need

Scottish Rowing will be a “controller” of the personal information that you provide to us in this form, unless otherwise stated.

We may collect from you video recordings and still pictures which feature you if you are in the field of vision of our CCTV system. This personal information may include your activities, your face, and other visual information about you which is recorded on our CCTV system.

We may also collect personal information about you if you, your representative or a person authorised by you contacts us regarding an enquiry, complaint or other communication.

### Why we need your personal information – legitimate purposes

As the data controller we will collect personal information on our CCTV system and use it for the following purposes:

- For the prevention and detection of crime
- For evidence in any civil or criminal legal proceedings
- To assist in investigations
- For safety and security

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on [dp@scottish-rowing.org.uk](mailto:dp@scottish-rowing.org.uk).



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## Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

## Who we share your personal information with

We share your personal information with the following parties:

- **Suppliers and service providers:** to manage and operate the CCTV system as our data processor.
- **The police and other law enforcement agencies:** to carry out policing, assist investigations, trace missing people and investigate alleged criminal activities.
- **The security services:** where relevant for matters of national security.

## How we protect your personal information

Your personal information is stored on a password protected hard drive which is stored in a locked room in our premises.

## How long we keep your personal information

We will keep your personal information for up to approximately 6 weeks after the recording was made. After this time the recording stored on the hard drive of our CCTV system will usually be overwritten. However if we receive an enquiry about a particular recording on our CCTV we will generally then retain that part of the recording until it is no longer required. This period can vary as it will depend upon the circumstances of the particular case, but for criminal or civil legal proceedings this could mean that the personal information is retained until after the legal case and any appeals have been concluded, which may be many years. As soon as it is no longer required we will then delete the personal information.

## Changes to this notice

We may update this privacy notice from time to time. You are encouraged to regularly check for any updated version of this privacy notice.

## Your rights

You can exercise any of the following rights by writing to us at [dp@scottish-rowing.org.uk](mailto:dp@scottish-rowing.org.uk).

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision making processes using your personal information.

You should note that some of these rights may not always apply as they have specific requirements and exemptions which apply to them.

There is no legal, contractual or other requirement or obligation for you to provide our CCTV system with your personal information.

Any requests received by Scottish Rowing will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)

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