



HOTHORPE
VENUES

CCTV Privacy Notice

Our contact details

Name: Hothorpe Hall Ltd, Address: Hothorpe Hall, Theddingworth, Lutterworth, Leics.LE17 6QX

Phone Number: 01858 881500 E-mail: contact@hothorpe.co.uk

What type of information do we collect on our CCTV?

We currently collect and store images of the activities of people visiting and using Hothorpe Venues including guests, staff, visitors and suppliers.

How do we get the information and why do we have it?

Images are collected from CCTV cameras, both internally and externally, to the premises. The lawful basis for using video surveillance is in the legitimate interest of the organisation. The reasons for processing personal data include the prevention and detection of crime, safeguarding staff and visitors and ensuring compliance with health and safety procedures.

What do we do with the information we have?

We only access the images we have collected when there has been an incident which needs investigating, or for maintenance and operational purposes. If there is an incident we may share this information with senior management and if necessary, the police.

How do we store your information?

Your information is securely stored on a digital recorder on site. We keep images and recordings of activities for 30 days, they will be automatically deleted after this time.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - to ask us for copies of your personal information.

Your right to erasure - to erase your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the 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 by post at Hothorpe Hall as the above address if you wish to make a request.

How to complain

If you have any queries about this notice, please contact us. 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