

## **CCTV (Closed Circuit Television) data**

This Privacy Notice explains the kind of personal data the Financial Reporting Council (“CCTV”) collects from you when visiting us and how we use this data.

### **1. Why we collect personal data?**

The FRC collects data through the CCTV system for various reasons:

1. To control access to the building and to ensure the security of the building, the safety of FRC staff and visitors, as well as property and information located or stored on the premises;
2. To prevent, deter, and if necessary, investigate unauthorised physical access, including unauthorized access to secure premises and protected rooms, IT infrastructure, or operational information;
3. To prevent, detect and investigate a theft of equipment or assets owned by the FRC, visitors or staff or threats to the safety of personnel working at the office (e.g. fire, physical assault).

The CCTV system is not used for any other purpose, such as to monitor the work of employees or their attendance. It is important to note that the location and positioning of the video-cameras are such that they are not intended to cover the surrounding public or private spaces; the cameras are aimed to give a general overview of what’s happening in certain places and to ensure security of the premises and staff.

The system is also not used as an investigative tool or to obtain evidence in internal investigations or disciplinary procedures unless a security incident is involved. (In exceptional circumstances, the data may be transferred to investigatory bodies in the framework of a formal disciplinary or criminal investigation).

The CCTV cameras are installed at the entrances, placed and focused in a way that only people who want to access the site property are filmed. The CCTV system covers the area of entry and exit points of the FRC premises.

### **2. What kind of data does the FRC collect?**

The FRC collects just images caught on camera, and no voice is recorded.

### **3. Who is responsible for the processing of the data?**

The FRC is the legal entity who initiated the processing of personal data and who determines the objective of this processing activity. Moreover, the Executive Director of Corporate Services is responsible for this operation.

### **4. Which is the legal basis for this processing operation?**

The FRC uses video-surveillance equipment for security and access control purposes, which is an action necessary for the management and functioning of the FRC. Therefore, the processing is lawful under Article 5(a) of the UK GDPR.

## 5. Who can see my data?

The images can be accessed by the heads of IT and facilities management of the FRC. Access to the hard-disc recorder is highly limited, being protected by a 3 point secure entry system.

## 6. How to control your data?

You can send an email request to [privacy@frc.org.uk](mailto:privacy@frc.org.uk)

## 7. Can I access my data?

You have the right to access your data at any time and free of charge, by sending an email request to [privacy@frc.org.uk](mailto:privacy@frc.org.uk)

## 8. Can I modify my data?

Modifying the CCTV footage is not allowed.

## 9. Can I block you from processing my data?

You have the right to block the processing of your personal data at any time by sending an email request to [privacy@frc.org.uk](mailto:privacy@frc.org.uk) when you contest the accuracy of your personal data or when the FRC no longer needs the data for completing its tasks. You can also block the processing activity when the operation is unlawful, and you oppose to the erasure of the data. However, blocking is not possible in case of an official investigation.

## 10. Can I delete my data?

You have the right to delete your data at any time by sending an email request to [privacy@frc.org.uk](mailto:privacy@frc.org.uk) when the processing activity is unlawful.

## 11. Do you share my data with other organisations?

We keep your data inside the FRC and on our cloud server unless you ask us or give us your permission to share it. In case we share your data with third parties, you will be notified to whom your personal data has been disclosed.

## 12. Do I have the right to object?

Yes, you have the right to object at any time by sending an email request to [privacy@frc.org.uk](mailto:privacy@frc.org.uk) when you have legitimate reasons relating to your particular situation. Moreover, you will be informed before your information is disclosed for the first time to third parties, or before it is used on their behalf, for direct marketing purposes.

The FRC will address your requests within 20 working days from the receipt of the request.

## 13. What can I do in the event of a problem?

- a) The first step is to notify the FRC by sending an email to [privacy@frc.org.uk](mailto:privacy@frc.org.uk) and ask us to take action.
- b) The second step, if you obtain no reply from us or if you are not satisfied with it, contact our data protection officer (DPO) at [INSERT].
- c) At any time you can lodge a complaint with the ICO <http://www.ico.org.uk>, who will examine your request and adopt the necessary measures.

**14. When will we start the processing operation?**

We will start the processing operation when you are visiting the FRC's premises.

**15. Security of personal data**

The FRC is committed to protecting the security of your personal data. Therefore, we use several security technologies and procedures to help us to protect your personal data from unauthorised access, use or disclosure. We keep your data on computer systems that are limited access and just in controlled facilities.

**16. How long do we keep your data?**

The Agency will keep your personal data for 30 calendar days after your visit to our premises. After that period any CCTV recorded footage is automatically deleted unless required for the purposes of an official investigation.

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