



Privacy Notice: Osborne Group Holdings CCTV & Surveillance devices

This privacy notice tells you what to expect when Osborne group companies' collect still or moving imagery via CCTV or surveillance systems as you pass through premises owned and operated by Osborne group.

Osborne is committed to protecting your personal information, safety and security when you use Osborne services. We are legally obliged to gather and maintain your information in line with all applicable laws concerning the protection of personal data, including the General Data Protection Regulation (GDPR).

What information will we collect about you?

When you enter Osborne sites and offices we may collect still or moving imagery via CCTV or surveillance systems. Osborne collects imagery via CCTV cameras and surveillance devices located throughout the property estate and our construction sites.

How will Osborne use the information it collects about me?

Osborne may use CCTV/surveillance imagery for a number of purposes including but not limited to the following:

- To maintain the safety and security of offices and construction sites and manufacturing facilities for our colleagues and stakeholders.
- To support the effective management of the locations where CCTV is used
- For investigative purposes or as evidence to support any formal follow-up to incidents
- In response to a subject access request

The lawful justification for collecting and using CCTV/surveillance imagery is that there are legitimate interests to do so. CCTV and surveillance imagery may be handled and used by the following recipients to maintain a safe, secure and efficient operation:

- Osborne group personnel
- Police/security/health services
- Insurers

Osborne is not responsible for any cameras when in the control of the third party.

We will keep your information within Osborne and our trusted third parties except where disclosure is required by law, for example to government bodies, law enforcement agencies or in response to a subject access request.

How long will Osborne keep my information?

Under normal circumstances your information could be retained for up to 30 calendar days after which point it will be deleted or overwritten. Imagery required for investigative or evidential purposes may be retained beyond 30 days and is securely disposed of upon completion/conclusion of the purpose for which it has been retained.

Imagery is retained in a secure environment and is only accessible by authorised personnel who have a legitimate reason to do so.

What rights do I have over my personal data?

Under the General Data Protection Regulation, you will have the right to, where appropriate:

- Access your personal data by making a subject access request
- Rectification, erasure or restriction of your information
- Object to the processing of your information

To exercise your rights please contact the Osborne group Data Protection Officer using the following contact details:

Data Protection Officer
Osborne
Fonteyn House
47 – 49 London Road
Reigate
RH2 9PY
Or email:
dataprotection@osborne.com

What if I find your response unsatisfactory?

Should you find our response unsatisfactory, you have the right to lodge a complaint with the supervisory authority – the Independent Commissioner’s Office (ICO). You can find more information on the ICO website at <https://ico.org.uk/concerns/> regarding the complaints process.

Changes to this privacy notice

We will keep this privacy notice under regular review and we will place any updates here and tell you when it was last updated.

Issue date: 6th November 2018