



# CCTV Policy

Brent Lodge Bird and Wildlife Trust, also known as Brent Lodge Wildlife Hospital

Last updated 14/03/19

<b>Charity</b>	Means Brent Lodge Bird and Wildlife Trust, a registered charity.
<b>GDPR</b>	Means the General Data Protection Regulation.
<b>Responsible Persons</b>	Means Robert Knight, Asha Park, Elizabeth Faulkner and Emma Pink

Under GDPR policies Brent Lodge Bird and Wildlife Trust have created a CCTV policy. All responsible persons are to ensure maximum compliance with them and to share this policy with people in their departments.

## **When you visit one of our shops or our Hospital**

### *CCTV*

When you visit one of our shops or our Wildlife Hospital, your image may be recorded on CCTV (closed circuit television). In order to protect our customers, tenants, premises, assets, employees and volunteers from crime, we operate CCTV systems in our shops and our wildlife hospital, which record images for security. We do this on the basis of our legitimate interest and to enable us to protect the individuals we interact with.

In our shops, we use CCTV to prevent fraudulent activity. We will use CCTV recording where it is required as evidence for internal investigations; for the prevention and detection of crime and for other requirements, if permitted by local law. We do this on the basis of our legitimate interest. Our aim is to protect the individuals which include, customers, staff and volunteers we interact with from the effects of criminal activities, particularly fraud.

If we discover any criminal activity or alleged criminal activity through our use of CCTV, we will process this data for the purposes of preventing or detecting unlawful acts.

We hold CCTV images for up to 14 days (unless there is a specific evidential or operational reason for retaining these for a longer period from the date of recording). Signage will be displayed where this takes place.

### **Incident reporting**

If you visit one of our shops or our wildlife hospital and are involved in an accident or incident, details of the incident or accident will be recorded in our reporting system, along with your name, address and contact details.

This information may need to be shared with our insurers, the police or courts to enable the incident to be investigated or to deal with any claims. Our lawful basis for processing this information is legitimate interests.