



## **Dance Trix CCTV Policy**

This policy should be read alongside all other Dance Trix Ltd policies and procedures on Child Protection and Data Protection. The policy statement applies to all Dance Trix staff, volunteers, children, parents and young people involved in Dance Trix activities.

The controller of the images and personal information captured using the CCTV covered by this notice is Dance Trix Limited. The images and personal information are captured using our CCTV system for the purpose of security, crime detection, public safety and any other legitimate reasons outlined further below.

### **The Purpose of this Policy**

This policy sets out how Dance Trix uses your personal information which may be recorded on our CCTV system. This notice explains how we comply with the law on data protection and what your rights are and for the purposes of data protection laws we will be the controller of any of your personal information recorded on our CCTV system.

### **What Information we May Hold and Process that Relates to You**

We may collect from you video recordings and still pictures which feature you and your child if 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.

### **Placement of CCTV Cameras**

We have four 24 hour CCTV cameras in operation on our premises. Two in the main studio, one inside the studio by the main front entrance and one outside the studio doorway. CCTV cameras are not installed in areas where individuals would have an expectation of privacy such as toilets and the main foyer/waiting area and video footage is not captured in these areas.

### **What do we do with CCTV Footage?**

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
- Dealing with any queries, complaints or enquiries

As well as being the purposes for which we use your personal information, all of the above are also legitimate reasons for us to use and store personal information relating to you which is captured on our CCTV system and 'legitimate interest' is our legal basis for processing your personal information.

Under certain circumstances, we may anonymise any of the personal information we hold on our CCTV system (so that it does not directly identify you, for example by obscuring your



face) and it therefore ceases to be your personal information. Our system is secure, access to live footage is available only with a password and recorded footage is kept securely locked away- only the Dance Trix principals may access the footage.

### **Who We May Share CCTV Footage With**

Dance Trix Ltd are responsible for the information captured via CCTV and may share your footage with the following parties under the specified circumstances:

- **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.
- **People who have been injured or had property damaged or stolen and their insurance providers:** to assist them with any criminal or civil investigations or legal proceedings.
- **Any relevant regulators:** where we are required to do so by law or to assist with their investigations or initiatives, and this includes but is not limited to the Information Commissioner's Office.

We do not disclose personal information to anyone else except as set out above unless we have your consent or we are legally obliged to do so. We do not sell your data.

### **How Long do we Keep CCTV Footage For?**

We will keep your personal information for up to approximately 28 days 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 within this timeframe, 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 years.

As soon as it is no longer required we will then delete the personal information.

### **Your Rights in Relation to Your Personal Information**

You have the below summarised rights in relation to your personal information:

- The right to know about how your personal information will be used.
- The right to access the personal information we hold about you

You should note that certain rights may not always apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored in our CCTV system.



More information and further details about your legal rights can be found via the Information Commissioners Office.

### **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 notice.

### **Contacting Us**

This policy can be found online at [www.dancetrix.co.uk](http://www.dancetrix.co.uk) or copies are available upon request. If you have any queries about this statement please contact the Principals by email to [dancetrix@yahoo.co.uk](mailto:dancetrix@yahoo.co.uk)