



- Intruder Alarms • CCTV Installation
- Fire Alarms • Access Control
- For Home or Business Premises

25/05/18

General Data Protection Regulation 2018. Privacy Notice.

Your data held with R U Secure Systems Ltd for your Systems:

I write to you regarding the in force data protection regulation and how we deal with the data that we currently hold for you.

As a company R U Secure holds data and information regarding yourself and the systems that we have installed and/or maintain for you. This will include your name, address, any postal address, phone number and an email address. We keep details of what system you have installed, but we do not keep records of codes or passwords. We do not store keyholder information or any of your bank details. We will only keep your data while you are in a current service arrangement with ourselves. Should this end, your data will be removed from our systems within a year. Data you have shared with us will be kept within the UK.

This data is sometimes shared with third parties, but only for operational requirements.

We will never use or sell your data for sales and marketing purposes.

Below you will find the 3rd party companies that we have shared your data with and the reason:

Security Systems & Alarms Inspection Board: Certification of your system to Insurance requirement.

Monitoring Centre: Premises details and phone number for the purpose of monitoring your system. Your keyholder details and passwords. Keyholders should be informed that their data is being held.

Webwayone Ltd: Address details for alarm monitoring equipment.

(Your County) Police Force: Name and address details for alarm call out.

Should you feel that any of this information has been incorrectly shared with these third parties, or are unhappy with the data we retain as company. Please let me know as soon as possible so this can be resolved.



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Established 1991



General Data Protection Regulation 2018. Advice for you regarding your CCTV System.

Further information regarding the coming data protection regulation and how it will affect the use and operation of your CCTV system.

GDPR does contain wording regarding the recording of data. Your CCTV system stores data every day. Be that people or vehicles, faces or number plates. These all count. As the owner of the system, you are the data controller for the images and there are several things to consider.

- An operational requirement. You need a reason for recording the images. This could be a written document that you keep.
- Notification of recording. Persons should be made aware that they are being recorded before and during any recording. (A CCTV sign at your gate and one at the building?).
- Keeping data for a reasonable amount of time. You shouldn't keep recordings you don't need. The operational requirement should state the amount of days.
- The data should be in good condition. You must have identifiable images.
- Data security. Your system should be locked away/password protected so no unauthorized person could view the images. Very applicable to remote viewing.
- You may not share the data with 3rd parties unless by agreement.

This list is not all encompassing, you will need to find what parts of the new regulation relevant to your specific requirement.

The operational requirement should be written by the responsible person for the system. If you were to be called into question, this is your first line of defense. It is really easy to write "for health and safety or prevention of crime, but I'd suggest padding this out a little. I have been made aware that if you can't justify a camera view, don't have it. But this is up to you.

In a business, think about how you are going to tell customers/staff/anyone that they are being recorded. We have signs should you require them.

The last on the list is very important. That USB stick you gave to the Police for their records? Should you give images to any 3rd party, make certain you get them to state that it is in their control. This could be a receipt or a signed document.

People have always been able to ask you, the CCTV owner, for footage of themselves. This will not change, you can still make a £10 charge for this.

Most importantly can I suggest that your system is kept maintained. Not only do we do our best to plug any security holes in systems firmware's when connected to the internet, we try and keep you updated with changes that are going to affect you.

Further information regarding GDPR can be found at the following websites.

<https://www.eugdpr.org/>

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>