

Privacy Notice – CCTV Recording

Plain English explanation	
This privacy notice applies to all employees, workers, contractors on Marple Cottage Surgery & Guywood Practice's premises.	
1) Data Controller contact details	Marple Cottage Surgery & Guywood Practice 50 Church Street Marple Stockport SK6 6BW
2) Data Protection Officer contact details	Umar.sabat@ig-health.co.uk
3) Purpose of the processing	Marple Cottage Surgery operates CCTV for the purposes of staff and visitor safety, maintaining the security of assets and premises and for preventing and investigating crime. CCTV may also be used to monitor staff when carrying out work duties.
4) Lawful basis for processing	Processing of this data is necessary to protect the vital interests of the data subject or another person; for compliance with legal obligations; and for the performance of tasks carried out in the public interest in our official functions
5) Recipient or categories of recipients of the shared data	The data will only be processed by Marple Cottage Surgery and will not be shared except for the purpose of crime prevention.
6) Rights to object	You have the right to object to some or all of the information being shared
7) Right to access and correct	You have the right to view any CCTV recordings. Please contact the DPO to request the footage.
8) Retention period	The data will be retained for 60 days
9) Right to Complain.	You have the right to complain to the Information Commissioner's Office, you can use this link https://ico.org.uk/global/contact-us/ or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

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