

# Knight Harwood Closed Circuit Television (CCTV) Privacy Notice

## Policy statement

Knight Harwood is committed to protecting your privacy and complying with applicable data protection laws in the UK. This privacy notice explains how we collect, use, and protect personal data, as well as your rights regarding that data.

## What data do we collect?

When you visit a Knight Harwood site or use our services, we may collect moving imagery and/or audio, which could include personal data. This data typically originates from live camera feeds or systems managed by our clients or partners.

## How do we use your data?

While the specific reason for your image capture will in some cases be clear from the context at the time of data capture, your personal data will usually be used for one or more of the following purposes:

- Security and safety
- Crime and anti-social behaviour prevention and detection
- Employee and visitor conduct monitoring
- Business improvement and service enhancement
- Communication and responding to queries

We do not use automated decision-making processes involving your personal data.

We process your data based on the following legal grounds:

- Legitimate interests in maintaining security and improving our services
- Compliance with legal obligations, particularly health and safety laws
- Workplace safety and employee well-being assessments

## Do we share your data?

Where appropriate, we may share your personal data with our service providers, our business partners, health professionals, and to government bodies, regulators, law enforcement and regulatory authorities, courts/tribunals and insurers where we are required to disclose it.

**We do not sell personal data.**

## How do we protect your data?

We implement strict security measures to safeguard personal data, ensuring access is limited to authorised personnel and relevant third parties. Our security practices are regularly reviewed to remain effective.

## How long to we retain data?

- Video footage is typically retained for no longer than 31 days.
- In cases involving health and safety incidents or evidential requirements, data may be retained for six months or longer, as required by relevant authorities.

## Your rights

You have rights regarding your personal information, including the right to access and correct your information and, in certain circumstances, erase, restrict or object to our use of it. We may need extra information from you to deal with any request. If you would like to discuss or exercise these rights, please contact us at [privacy@knightharwood.com](mailto:privacy@knightharwood.com).

or

### **FAO Privacy Team**

Knight Harwood  
Josaron House  
5-7 John Princes Street  
London  
W1G 0JN

In the event that you have cause for complaint please contact us and we will follow up to resolve this. If you have a data privacy related complaint, you also have the option to direct your complaint to the Information Commissioner's Office (ICO). Their contact information is available on their website at [www.ico.org.uk](http://www.ico.org.uk).