



## Privacy Notice: CCTV

This privacy notice tells you about the information we process about you when your image or personal data is captured via one or more of our CCTV cameras. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

### Who are we?

We are Kricon Baltics OÜ Company. Our address is Osmussaare 8, Room 410B 13811, Tallinn, Estonia. You can contact us by post at the above address, by email at [gdpr@kriconservices.com](mailto:gdpr@kriconservices.com) or by telephone on +372 6 226 060

We are not required to have a data protection officer, so any enquiries about our use of your personal data should be addressed to the GDPR responsible person.

### How do we use your personal data?

When you visit one of our facilities, your image may be captured via one or more closed circuit television (CCTV) cameras located within the facility.

These images are collected mainly to help us address issues with the unauthorised access to facilities, by reason of theft and property damage which has an impact on our daily work. The images may also be used in the event of an incident occurring in one of our facilities and may help to clarify what happened.

Our use of CCTV relies on the lawful basis of legitimate interest to prevent crime and protect our employees and property.

CCTV images may be stored and processed within a local storage only. We designed this system with privacy rules to provide appropriate safeguards over your personal data.

CCTV records include footage, images but not sound.

We will keep CCTV images for one month in office and three months in depo, after which they will be securely deleted, unless we are required to retain specific recordings as the result of an incident or on request of a law enforcement agency.

We do not use the information you provide to make any automated decisions that might affect you.

### Your rights over your information

By law, you can ask us what information we hold about you, request to have access to it, and you can ask us to correct it if it is inaccurate.

If you believe we are not using your information lawfully you can ask us to stop using it for a period of time. In some circumstances, you may have the right to ask us to erase your personal data. To submit a request by email, post or telephone, please use the contact information provided above.

## Your right to complain

If you have a complaint about our use of your information, you can contact the Data Protection Commission via their website at [www.aki.ee](http://www.aki.ee) or write to them at:

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