

Dove Lodge Data Protection Policy concerning Tenants and Users.

Dove (Littlehampton) Ltd known as Dove Lodge has registered as a data controller with the Information Commissioners Office.

Information we hold about users

1. Door entry system.

We hold name and details including a photo of those currently holding door passes for entry into Dove Lodge. This also includes a log of events. Where necessary or required, this information is shared with the data subjects themselves, employees and agents, services providers, police forces, security organisations and persons making an enquiry.

Personal information is deleted when pass/card returned to Dove Lodge unless requested otherwise by above.

2. CCTV.

CCTV is used for maintaining the security of property and premises and for preventing and investigating crime. It may also be used to monitor staff when carrying out work duties. For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about staff, customers and clients, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary, or required, this information is shared with the data subjects themselves, employees and agents, services providers, police forces, security organisations and persons making an enquiry.

Recordings are kept up to 2 months then automatically deleted unless requested otherwise by above.

3. Invoicing details.

We hold invoicing details for six years.

MJ Clayden

Director April 2018