



**Promote and enable the safe, effective
use of powered access worldwide**

IPAF CCTV Privacy Notice

IPAF CCTV PRIVACY NOTICE



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1. WHO WE ARE

The International Powered Access Federation (IPAF) is a not-for-profit members' organisation that develops and provides guidance, training and standards related to the safe use of powered access equipment. IPAF's work includes producing technical information, contributing to legislation and industry standards, and supporting safety and competency across the powered access sector.

IPAF is a registered society under the UK's Co-operative and Community Benefit Societies Act 2014 (registration number 30998R). Our registered office is Moss End Business Village, Crooklands, LA7 7NU, UK.

You can contact IPAF by post at our registered office:

- Moss End Business Village, Crooklands, LA7 7NU, UK.

You can also contact us by:

- General enquiries: info@ipaf.org
- Data protection and privacy enquiries: privacy@ipaf.org
- Telephone: +44 (0)15395 66700

IPAF is not required to appoint a Data Protection Officer. However, we have designated a contact point for data protection enquiries. Any questions or concerns about how we use personal data, including data collected through CCTV, should be directed to privacy@ipaf.org.

2. HOW WE USE YOUR PERSONAL DATA

When you enter areas monitored by our CCTV systems at the IPAF Head Office at Moss End Business Village, Crooklands, UK, your image may be captured on camera. At present, this is the only location where CCTV is operated and managed directly by IPAF for the purposes described in this notice. CCTV may also incidentally record your vehicle, movements, and other information visible within the camera's field of view.

We use CCTV for the following purposes:

- To maintain the security of our premises, including monitoring building access points and external areas.
- To protect the safety of employees, contractors and visitors by helping to deter and identify incidents such as unauthorised access, damage, or unsafe behaviour.
- To assist in the investigation of accidents, security incidents or other reported events occurring in CCTV monitored areas.

Our lawful basis for using CCTV is legitimate interests, specifically IPAF's need to maintain a safe and secure environment for people and property.

CCTV footage is stored securely, and access is restricted to authorised personnel only. Where we use third party services (such as monitoring or cloud storage providers), they are contractually required to keep your personal data safe and to process it only on our instructions.

CCTV recordings are retained on a rolling basis for approximately four months, after which they are automatically overwritten. Where footage is required for a specific purpose, such as an ongoing

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investigation or a request from law enforcement or insurers, it may be retained for longer in line with applicable legal requirements. All recordings are securely deleted when no longer needed.

We do not use CCTV images for any form of automated decision-making.

3. YOUR RIGHTS OVER YOUR PERSONAL DATA

Under the UK GDPR, you have several rights in relation to the personal data captured by IPAF's CCTV systems. These rights include:

- **Right of access:** You can request confirmation of whether we hold CCTV footage of you and, where we do, request access to that footage (subject to the rights of others and technical limitations).
- **Right to rectification:** Although CCTV footage cannot be altered, you may ask us to add supplementary information to correct inaccuracies in how we record or interpret an incident.
- **Right to erasure:** You may ask us to delete footage that identifies you, where there is no lawful reason for us to continue processing it. This right is limited where footage must be retained for security, legal or investigatory purposes.
- **Right to restrict processing:** You can ask us to limit how we use your CCTV data, for example while a concern or objection is being considered.
- **Right to object:** You can object to our use of CCTV based on our legitimate interests. We will assess your objection and stop processing unless we have compelling grounds to continue or the footage is required for legal claims.
- **Right to complain:** If you are unhappy with how we handle your personal data, you can contact us using the details in this notice. You also have the right to raise a complaint with the Information Commissioner's Office (ICO).

If you wish to exercise any of your rights, please contact us using the details provided in the "Who we are" section of this notice.

4. YOUR RIGHT TO COMPLAIN

If you have a complaint about our use of your information, you can contact the Information Commissioner's Office (ICO) via their website at www.ico.org.uk or write to them at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF