

IT Policy	<i>PD Ports CCTV Privacy Notice</i>
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Scope

This privacy statement sets out how PD Ports Limited complies with UK and European Union data protection requirements. This applies to any static or moving imagery via CCTV or surveillance systems in use with PD Ports.

PD Ports Limited and its subsidiaries is committed to protecting your personal information, safety and security when you use its services.

If there is any static or moving imagery information by which you can be identified, you can be assured that it will only be used in accordance with this privacy statement.

For your protection, we are registered under the Data Protection Act 2018 and have given all appropriate notifications to the Information Commissioner.

Any changes to these policies will be posted on the PD Ports internal website.

What we Collect

When you visit PD Ports Limited and its subsidiaries, we may collect static or moving imagery via CCTV or surveillance systems that may include fixed, mobile, body worn, or vehicle mounted cameras. PD Ports collects imagery via CCTV cameras and surveillance devices located throughout its operational areas. CCTV Equipment is used to monitor public spaces, roads, premises and port operational areas, owned, occupied and/or operated by PD Ports, including (but not limited to) workplaces, vehicles, plant and equipment, roadways, public areas, berths, quays and other marine assets.

What do we do with the Information we gather?

PD Ports Limited and its subsidiaries use CCTV Equipment for the following purposes:

- to safeguard the health and safety of employees, operators, users, contractors and members of the public.
- to assist in port marine safety and traffic management.
- to identify and prevent dangerous or unsafe conditions and acts or omissions.
- to assist in the prevention and investigation of accidents, incidents, near misses.
- to identify acts or omissions that might result in disciplinary proceedings, particularly regarding breaches of PD Ports Company Policies.
- to assist in the deterrence, prevention, detection and investigation of crime and suspected crime.
- to assist in the identification, apprehension and prosecution of offenders.
- to provide evidence of regulatory compliance to Department for Transport (DfT)
- to ensure the security of PD Ports property and assets; and
- to investigate the circumstances surrounding insurance claims.

Who do we share the Information with?

The lawful justification for collecting and using CCTV/surveillance imagery is that there are legitimate interests to do so. CCTV and surveillance imagery may be handled and used by the following recipients to maintain a safe, secure and efficient operation:

- Authorised PD Ports personnel, including Tees & Hartlepool Harbour Police
- Police/security services
- Border Force (part of the Home Office)
- Health & Safety Executive

We will keep your information within PD Ports except where disclosure is required, for example to government bodies, law enforcement agencies or in response to a subject access request. Requests by data subjects and third parties to view Images will be processed in accordance with applicable statutory and regulatory requirements relating to the release of data to third parties.

This requires consideration of legislation such as the Human Rights Act 1998, the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

Keeping your Information secure

We will use technological and organisational measures to keep your information secure.

Imagery is retained in a secure environment and is only accessible by authorised personnel who have a legitimate reason to do so.

How long will you keep my Information?

Under normal circumstances your information could be retained for up to 30 calendar days after which point it will be overwritten. Imagery required for investigative or evidential purposes may be retained beyond 30 days and is securely disposed of upon completion/conclusion of the purpose for which it has been retained

What rights do I have?

Right to request a copy of your information

You can request a copy of your information which we hold (this is known as a subject access request). If you would like a copy of some or all of it, please:

- email, call or write to us (using the contact details below)
- let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- let us know the information you want a copy of, including any account or reference numbers, if you have them

Right to correct any mistakes in your information

You can require us to correct any mistakes in your information which we hold free of charge. If you would like to do this, please:

- contact us using the contact details below
- let us have enough information to identify you (e.g. account number, username, registration details), and
- let us know the information that is incorrect and what it should be replaced with

Contact us

If you have any questions about this policy or the information we hold about you, please contact us by:

Email: dpo@pdports.co.uk

Post: Data Protection Officer, PD Ports, 17 – 27 Queen’s Square Middlesbrough TS2 1AH

Revision Table

Date	Revision Detail	Revised By	Version
02/06/2021	Document printing	R Ellison	1.0
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