

Home Farm
Brockhampton Lane
Swindon Village
Cheltenham
Gloucestershire
GL51 9RS

20th May 2018

PRIVACY STATEMENT

This statement refers to the following business at the above premises:

1. Home Farm Caravan Storage Centre
2. Home Farm (Caravans)
3. Home Farm Stables.

All CCTV on the premises is intended for the sole purpose for the Prevention and Detection of Crime. If a crime is detected then the CCTV operator records the information, retains it as required and notifies the Police, for supporting evidence, as considered necessary.

Recordings taken on a daily basis are held for a given period and if no incidents have occurred during the period it is deleted.

CCTV warning signs are displayed around the premises and state the purpose for their use and how to contact the CCTV operator.

The CCTV is registered with the ICO under registration reference **ZA316146**

In respect of personal data, only specific required information is held on all current clients who rent space on the premises. This includes Name, address, contact details, proof of ownership, insurance certification.

No data is stored with third parties.

Storage is backed up by an independent system.

Once clients cancel hire agreements, then assuming they have complied with their T&C's signed, all records provided are deleted.

All Clients notify the data controller, should their personal details provided need to be updated, and then the original information is deleted. Hard copies are shredded.

Only the owner of the premises (CCTV Operator and Data controller) , and his wife have access to personal data, which is held securely.