



Fife International Forum CCTV Privacy Notice

Registered name: Fife International Forum

This Privacy Notice for Fife International Forum (**'we', 'us', or 'our'**) describes how and why we might access, collect, store, use, and/or share (**'process'**) your data when captured on CCTV at our main office

- Premier House
Randolph Industrial Estate
29A Randolph Place
Kirkcaldy
KY1 2YX

Questions or concerns?

Reading this Privacy Notice will help you understand your privacy rights and choices. We are responsible for making decisions about how your personal information is processed. If you do not agree with our policies and practices, please do not use our services. If you have any questions or concerns, please contact us at

info@fifeinternational.uk

Table of Contents

1. [What Personal Data Do We Collect?](#)
2. [Why Do We Use CCTV?](#)
3. [What Legal Bases Do We Rely on To Process Your Personal Data?](#)
4. [When and With Whom Do We Share Your Personal Data?](#)
5. [How Long Do We Keep Your Personal Information?](#)
6. [What Are Your Privacy Rights?](#)
7. [Do We Make Updates to This Notice?](#)
8. [How Can You Contact Us About This Notice?](#)



1. What Personal Data Do We Collect

In Short: We capture video images, audio, and date and time of recording in relevant areas only.

Our systems may record:

- Video images
- Audio (where enabled on doorbell systems)
- Data and time of recording
- Vehicle registration numbers

Cameras are positioned to cover entrances and relevant areas only. We do not deliberately set out to capture any special category personal data. However, cameras may incidentally record information which falls within these categories. Additionally, camera footage may be used as evidence in any criminal offence investigation or related security measures.

2. Why We Use CCTV

In Short: We use CCTV to ensure the safety and security of individuals and the property.

We use CCTV for:

- To ensure the health and safety of employees, people that use our services, and visitors to the site
- Monitoring access to our buildings
- Protecting our premises
- Crime prevention and detection

CCTV is not used to monitor staff performance.

3. What Legal Bases Do We Rely on to Process Your Personal Data?

In Short: We only process your personal information when we believe it is necessary and we have a valid legal reason (i.e. legal basis) to do so under applicable law, such as with your consent, to comply with laws, to provide you with services, to protect your rights, or to fulfil our legitimate business interests. You can find out more about legal bases on the [ICO's website](#).

UK GDPR requires us to explain the valid legal bases we rely on in order to process your personal information:



- **Legitimate Interests.** We may process your information when we believe it is reasonably necessary to achieve our legitimate business interests and those interests do not outweigh your interests and fundamental rights and freedoms. We process your personal information for some of the purposes described in order to:
 - Ensure the security and safety of individuals
 - Ensure the security and safety of the property
- **Legal Obligations.** We may process your information where we believe it is necessary for compliance with our legal obligations, such as to cooperate with a law enforcement body or regulatory agency, exercise or defend our legal rights, or disclose your information as evidence in litigation in which you are involved.
- **Vital Interests.** We may process your information where we believe it is necessary to protect your vital interests or the vital interests of a third party, such as situations involving potential threats to the safety of any person.

4. When and With Whom Do We Share Your Personal Information?

In short: We may share information in specific situations described in this section and/or with the following third parties.

Sometimes we need to share information with third parties. We will only do this when it is necessary, or if we are required to do so by law.

We may be asked to provide footage to assist the police with any criminal investigations. We may also be asked for footage by insurance companies should there be any incidents involving car accidents or damage to cars parked on our premises.

There is no planned sharing of CCTV footage with any external organisations. Should this situation change, this privacy notice will be updated to reflect these changes and to keep you aware of how Fife International Forum plans to use CCTV footage which you may be captured in.

CCTV will be used to monitor individuals accessing the premises by internal staff that are authorised to do so.

CCTV footage will only be processed internally by staff that are authorised to do so.



5. How Long Do We Keep Your Information?

In short: We keep your information for as long as necessary to fulfil the purposes outlined in this Privacy Notice unless otherwise required by law.

All CCTV footage is retained for 30 days. After this period, CCTV footage is permanently deleted unless otherwise required for an ongoing investigation (for example, if a crime has been observed and recorded by our cameras). In such cases, CCTV footage will be retained for as long as necessary (for example, until the conclusion of any criminal proceedings arising from the incident).

6. What Are Your Privacy Rights?

In short: In the UK you have rights that allow you access to and control over your personal information.

Under the UK data protection law, we must have a lawful basis for collecting and using your personal information. Which lawful basis we rely on may affect your data protection rights which are set out in brief below:

- **Right of Access.** You have the right to ask us for copies of your personal information. You can request other information such as details about where we get your personal information from and who we share personal information with. There are some exceptions, which means you may not receive all of the information you ask for.
[Read more about your right of access.](#)
- **Right to Rectification.** You have the right to ask us to correct or delete any personal information that you think is inaccurate or incomplete.
[Read more about your right to rectification.](#)
- **Right to Erasure.** You have the right to ask us to delete your personal information.
[Read more about your right to erasure.](#)
- **Right to Restriction of Processing.** You have the right to ask us to limit how we can use your personal information.
[Read more about your right to restriction of processing.](#)
- **Right to Object to Processing.** You have the right to object to the processing of your personal data.
[Read more about your right to object to processing.](#)



- **Right to data portability.** You have the right to ask that we transfer your personal data to another organisation, or to you.
[Read more about your right to data portability.](#)
- **Right to withdraw consent.** When we use consent as our lawful basis, you have the right to withdraw your consent at any time. However, please note that this will not affect the lawfulness of the processing before its withdrawal nor will it affect the processing of your personal information conducted in reliance on lawful processing grounds other than consent.
[Read more about your right to withdraw consent.](#)

If you make a request in writing, we must respond to you without undue delay, and in any event, within one month.

To make a data protection rights request, please see the '[How Can You Contact Us About This Notice?](#)' section below.

If you believe that we are unlawfully processing your personal information, you also have the right to complain to the [ICO](#).

7. Do We Make Updates to This Notice?

In short: Yes, we will update this notice as necessary to stay compliant with relevant legislation.

We may update this Privacy Notice from time to time. The updated version will be indicated by an updated 'Revised' date at the bottom of this notice. If we make material changes to this Privacy Notice, we may notify you either by prominently posting a notice of such changes or by directing sending you an email about this. We encourage you to review this Privacy Notice regularly to be informed of how we are protecting your information.

8. How Can You Contact Us About This Notice?

If you have any questions or comments about this notice, you may contact our Data Protection Officer (DPO) by email at info@fifeinternational.uk, or by post at:

Fife International Forum
Data Protection Officer
Premier House
29a Randolph Place
Kirkcaldy
KY1 2YX
Scotland



Last Updated

11/05/2026