

## KEEPING AND SHARING INFORMATION FORM (IRREGULAR) – RING DOOR BELL

Pathways to Independence has identified a need to install a recording device to the outside of your house (next to front door). This records **video (moving images)** and **sound**. The Ring Doorbell is a doorbell with a camera built in that triggers and records on either someone pushing the doorbell or when there is movement in front of it. The video it captures are a form of data. This data is captured in the interest of keeping yourself, others in the house and the house itself safe.

The camera is not monitored and is only accessed when there is **significant** reason. Any recordings are securely stored and only kept for a **maximum of 30 days** and then deleted. Only trained **Managers** are allowed to access the camera.

The purpose of the doorbell is to help Pathways staff understand who has entered the property only when we have a **concern**. An example would be a noise complaint from the neighbour.

This will help us determine who has come into the house that day / evening, with this information we can speak to residents quicker to resolve any ongoing issues and keep everyone safe.

We will not be and do not want to monitor the doorbell unless there is a concern. Access to the videos is limited to managers and there needs to be a very good reason to check it.

You are welcome to a copy of our Pathways CCTV policy which outlines how and why we would monitor the camera. This does not in any way impact your data rights as outlined in the **Keeping and Sharing Form** you signed with us when you joined us or our **General Data Protection Policy**. You are welcome to a copy of both.

If you are unhappy with any aspect of how we handle your data you can contact the Data Protection Officer (below) or the Information Commissioners Office (ICO) on <https://ico.org.uk/> or 0303 123 1113

**Name:** ..... (data subject)

**Signature:** ..... **Date:** .....

**Name:** ..... of PTIUK

**Signature:** ..... **Date:** .....

**Data Protection Officer** - Jay Horsman (07702 516416 / [jay@ptiuk.org.uk](mailto:jay@ptiuk.org.uk)) is currently your **Data Controller** and **Data Protection Officer**. This means that they decide what information they need to collect from you, how it is stored, how it is protected, how it is processed and how it is managed. You can always talk to them if you have any questions or would like to make a complaint.