

Data Protection Privacy Notice  
Use of photographs and videos



Greenwich Winter Night Shelter processes personal data as part of its normal operational activities. Personal data is any information that can be identified to a specific, living individual and processing means collecting, holding or using that information. The College's registered office is 360 Middle Park Avenue, London SE9 5QH

GWNS's Data Protection Officer is Beverley Campbell. Beverley can be contacted via email – [info@gwns.org.uk](mailto:info@gwns.org.uk).

There are a number of reasons why we might take photographs or record videos of guests, or volunteers. One reason may be for the purpose of promoting the activities of the Shelter. This may mean a photograph appearing in a leaflet or a video clip that is accessed through our web-site. In such cases the legal basis for processing this data is to fulfil the legitimate purpose of the Shelter in providing adult education.

Generally the only personal data involved is your image, although in some cases we may ask you to provide personal information to support the promotional use to which your image is being used. Where additional personal data is being asked for we would be seeking for your explicit permission to use that personal data for that specific purpose. All of the personal data provided for a particular purpose will only be used for that purpose and will be disposed of once that purpose has been fulfilled. Images and video clips for course purposes will normally be disposed at the end of the term following the completion of your course. General images and video clips will normally be disposed of three years after they have been recorded, unless another time period is agreed.

Photographing or filming of guests, or volunteers will never be done secretly, unless it is part of an activity controlled by the authorities, for example if there illegal activity within the Shelter being investigated by the police. Anyone photographed or videoed has the right to request that their image is not used. This request should be made at the time of filming.

The images recorded for general use may be shared with a wide number of people given its use as part of promotional material. However we will not share it with anyone for the purpose of sales or marketing without obtaining your explicit consent to do so.

Under UK legislation there are a number of principles that apply to all types of personal data. The individual, to whom the data refers, also has a number of rights concerning their data. More information about both of these things can be found in our Data and Records Management Policy on our web-site at <https://gwns.org.uk/>. If you are not satisfied that your personal data is being processed properly, and the Shelter has been unable to deal with your complaint satisfactorily, then you have the right to raise your concern with the Information Commissioner's Office (ICO). More information about how you can do this is available at the ICO's web-site [www.ico.org.uk](http://www.ico.org.uk).