

Camera Statement

Camera Statement Lieven de Key for tenants



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Introduction

Lieven de Key uses camera surveillance in both its own offices and some homes to protect tenants, employees, visitors and their property. When using camera surveillance, a careful consideration is made between the need for security and the privacy of the people being filmed. In this statement you can read the basic principles and rules for the use of cameras by Lieven de Key.

Principles for using camera surveillance

- Cameras are only used for specific purposes, which are:
 - Ensuring the safety of our employees, tenants and/or visitors;
 - Preventing theft, vandalism, nuisance, pollution and violation of house rules;
 - Providing evidence in legal proceedings;
 - A combination of these purposes.
- We are allowed to do so as these purposes are in line with the legitimate interests of Lieven de Key and a thorough assessment is made each time we make use of camera surveillance. The camera images are not used for other purposes.
- Before installing the camera, we carefully consider whether camera surveillance is necessary and proportional.
- Camera surveillance will not be used at the following locations:
 - changing rooms, toilets and other places where a high degree of privacy should be maintained;
 - aimed at a fixed workplace, unless this is unavoidable and necessary;
 - directly aimed at private front doors or inside homes, unless this is unavoidable.
- The public road is only recorded as far as this is unavoidable.
- The camera recordings are kept for a maximum of two weeks, or as long as necessary to handle an incident. This retention period has been determined because the response time after incidents is usually not within a few days and in this way, an adequate response is possible.
- If applicable, prior permission is obtained from the VVE or Works Council for using camera surveillance.
- Lieven de Key does not make use of covert camera surveillance (hidden cameras), unless there is a concrete and reasonable suspicion of theft or fraud.
- The use of camera surveillance is communicated using clearly visible signs or stickers, which refer to this statement.

- Lieven de Key does not use cameras with advanced privacy-limiting options, such as facial recognition.
- Cameras are properly secured and it is periodically checked whether the cameras are operational.
- For each camera, access to the recorded footage is limited to certain authorized employees only. Employees are only given access to the footage as far as this is necessary for handling incidents.
- If Lieven de Key makes use of a third party to carry out the camera surveillance, a data processing agreement will be in place. In any case, our own camera policy will always be applicable.
- Camera recordings will only be shared with third parties as far as Lieven De Key has a compelling reason to do so, due to legal obligations or upon request by the police.
- If a supplier uses camera surveillance while carrying out work for Lieven de Key (or Lieven de Key does this on behalf of another party (for example an owners association), a processing agreement will be in place. In any case, our own camera policy will always be applicable.
- You have the right to request to watch the recordings in which you can be seen, as far as this does not harm the privacy of others.
- You can submit a request to watch or delete the recordings, or request that camera surveillance or use of the recordings should be discontinued due to specific personal circumstances. We decide within 4 weeks whether such a request can be granted or why this is not possible. You can preferably submit such a request in writing to:

Info@lievendekey.nl

You can also contact our customer contact centre via (020) 621 43 33. For more options to get in touch with us please go to <https://lievendekey.nl/contact>