

CCTV POLICY

INTRODUCTION

This policy sets out the basis for how we operate our CCTV equipment and how we use the recordings to comply with necessary legal requirements.

PURPOSE OF CCTV RECORDING

We use the CCTV system for the purposes of promoting security and to identify criminal activity whether occurring, anticipated or perceived in order to enhance the safety and wellbeing of staff, students, and visitors.

WHERE CCTV CAMERAS ARE LOCATED

- Cameras are sited throughout the company's public workspaces.
- No cameras are located in private areas such as bathrooms.
- All cameras are visible to the eye. The company does not use any hidden cameras.

WHERE AND FOR HOW LONG ARE CCTV RECORDINGS STORED?

Call recording data is stored on the Company's voice recording network. Recordings are usually stored for a maximum period of 3 months and then automatically deleted.

Some recordings may be retained for longer if required for a complaint or legal claim. In this case the recording will be retained until the completion of the complaint or legal procedure.

WHO CAN ACCESS CCTV RECORDED INFORMATION?

Call recordings are accessible only by the senior company management and directors.

CAN I REQUEST A COPY OF A RECORDING?

Request for copies of any CCTV recording (a subject access request) must be submitted in writing solely to Nick Long at Wessex Fixings, South Way, Walworth Business Park, Andover, Hampshire, SP10 5AF.

Recordings will be located by reference to the date and time and place of the recording. A person asking for a copy of a recording will have to provide the reason for the request and enough information about date, time and place to enable them to be found.