

# **\*\*Otterburns Ltd - CCTV Policy\*\***

## **\*\*1. Purpose\*\***

The purpose of this CCTV Policy is to outline the guidelines and procedures for the use of Closed-Circuit Television (CCTV) systems by Otterburns Ltd in compliance with the General Data Protection Regulation (GDPR) and other relevant data protection laws in the United Kingdom.

## **\*\*2. Scope\*\***

This policy applies to all employees, contractors, and visitors who have access to or are captured on CCTV footage within Otterburns premises or property.

## **\*\*3. Principles\*\***

- CCTV surveillance will only be used for legitimate purposes, such as the security and safety of individuals, prevention of crime, and protection of property.
- Personal data collected through CCTV surveillance will be processed lawfully, fairly, and transparently in accordance with the GDPR.
- Access to CCTV footage will be restricted to authorized personnel who have a legitimate need to view such footage.
- CCTV footage will be retained for a specified period, after which it will be securely deleted unless there is a legitimate reason for its retention.
- Individuals have the right to request access to CCTV footage of themselves and to request the deletion or correction of any inaccurate or excessive data.

## **\*\*4. Data Controller\*\***

Otterburns Ltd is the data controller responsible for the operation and management of CCTV systems and the processing of personal data captured through CCTV surveillance.

#### **\*\*5. Data Collection and Processing\*\***

- CCTV cameras will be strategically placed to cover designated areas for security and safety purposes.
- Signs will be prominently displayed in areas covered by CCTV to inform individuals of the presence of surveillance cameras.
- CCTV footage will only be accessed and viewed by authorized personnel for legitimate purposes, such as investigating security incidents or suspicious activities.
- Personal data captured through CCTV surveillance, including images and audio recordings, will be processed securely and in accordance with data protection principles.

#### **\*\*6. Data Retention\*\***

- CCTV footage will be retained for a maximum period of 90 days after which it will be securely deleted unless there is a legitimate reason for its retention, such as for the investigation of security incidents or legal proceedings.
- Any retained CCTV footage will be securely stored and access will be restricted to authorized personnel.

#### **\*\*7. Data Subject Rights\*\***

- Individuals have the right to request access to CCTV footage of themselves under the GDPR's subject access request (SAR) procedure.
- Requests for access to CCTV footage must be made in writing to the Data Protection Officer ([DPO contact details]).
- Individuals also have the right to request the deletion or correction of any inaccurate or excessive data captured through CCTV surveillance.

#### **\*\*8. Security Measures\*\***

- CCTV systems will be secured against unauthorized access, tampering, and misuse.
- Access controls will be implemented to restrict access to CCTV footage to authorized personnel only.
- CCTV footage will be stored securely in encrypted format and protected from unauthorized disclosure or alteration.

#### **\*\*9. Training and Awareness\*\***

- Employees and relevant stakeholders will receive training on their responsibilities under this CCTV Policy and the GDPR.
- Individuals captured on CCTV footage will be informed of their rights and the purpose of CCTV surveillance.

#### **\*\*10. Policy Review\*\***

This CCTV Policy will be reviewed regularly to ensure its effectiveness and compliance with relevant data protection laws and regulations.

#### **\*\*11. Compliance\*\***

Non-compliance with this CCTV Policy and related data protection laws may result in disciplinary action, including termination of employment or contract.

#### **\*\*12. Contact Information\*\***

For any questions or concerns regarding this CCTV Policy or the processing of personal data captured through CCTV surveillance, please contact the Data Protection Officer (David Watson/Taomi Hawksworth)