

CCTV SURVEILLANCE POLICY STATEMENT 2022

All associated information, documents, and recordings obtained by CCTV are held and used in accordance with the requirements of the General Data Protection Regulation 2018.

Images obtained from CCTV recordings will not be used for any commercial purpose. Recordings will only be released to the media for use in investigation of a specific crime and with the written consent of the Police. Recordings will not be released to the media for purposes of entertainment.

Should a member of staff require a crime to be investigated internally this will have to be submitted in writing to allow the Data Controller to assess the request, there is a CCTV Policy and Procedure leaflet available from the reception desk at Unit 2C that outlines this procedure.

Archived CCTV images will not be kept for longer than is necessary for the purpose of Police evidence. Once there is no longer a need to keep the CCTV images, they will be destroyed as confidential waste.

All associated information, documents, and recordings obtained and used by CCTV are protected by the Data Protection Act.

Fixed and covert cameras monitor activities from the inside and outside of Units 2C and 2D Banded Industrial Estate, car parks and other public areas to identify criminal activity whether occurring, anticipated, or perceived in order to enhance the safety and wellbeing of our staff and visitors. Our Data Controller is fully aware of these requirements.

Except when specifically authorised by the Police, using specific Directed Surveillance as stipulated in the Regulation of Investigatory Power Act 2000 (RIPA), staff must not direct cameras at an individual, their property, or a specific group of individuals.

The planning and design of CCTV systems has endeavoured to ensure maximum effectiveness and efficiency but cannot guarantee to cover or detect every incident occurring within the areas covered.

Warning signs have been displayed, as required by the Code of Practice of the Information Commissioner.

Signed



JG McGillivray – Technical Director

Date 06/01/2022