

## **GDPR – CCTV Policy**

The Company uses closed circuit television (CCTV) images to provide a safe and secure environment for employees, clients and visitors to the site and to protect the Company's property.

The Company's CCTV facility records images only. There is no audio recording therefore conversations are not recorded on CCTV.

### **Purposes of CCTV**

The purposes of the Company installing and using CCTV systems include to:

- Assist in the prevention or detection of crime or equivalent malpractice
- Assist in the identification and prosecution of offenders
- Monitor the security of the Company's business premises

### **Location of Cameras**

Cameras are located at strategic positions on Company's site. The Company has positioned cameras so that they only cover public areas on the Company's business premises. All cameras are clearly visible.

Appropriate signs are clearly displayed so that employees, Clients and other visitors are aware they are entering an area covered by CCTV.

### **Recording and retention of images**

Images produced by the CCTV equipment are as clear as possible so that they are effective for the purposes for which they are intended.

Images may be recorded either in constant real time, or only at certain times, as the needs of the business dictate.

As the recording system records digital images, any CCTV images are held on a hard drive and are deleted and overwritten on a recycling basis. Once a hard drive has reached the end of its use, it will be erased and securely disposed of. If images are transferred to removable media these will be erased or destroyed once the purpose of the recording is no longer relevant usually no more than a month. However, where a law enforcement agency is investigating a crime, images may need to be retained for a longer period.

## **Access to and disclosure of images**

Access to, and disclosure of, images recorded on CCTV is restricted. This ensures that the rights of individuals are retained. Images can only be disclosed in accordance with the purpose for which they were originally collected.

Disclosure of images to third parties will only be made in accordance with the purposes for which the system is used and will be limited to:

- The police and other law enforcement agencies, where the images could assist in the prevention or detection of a crime or identification and prosecution of an offender or the identification of a witness or victim.
- Prosecution agencies, such as the Crown Prosecution Service
- Relevant legal representatives

All requests for disclosure and access to images will be documented, including the date of the disclosure, to whom the images have been provided and the reason why they were required. If disclosure is denied, the reason will be recorded.

## **Individuals access rights**

Under the Data Protection Act 1998, individuals have the right to request to receive a copy of the personal data that the Company holds about them, including CCTV if they are recognisable from the image.

If you wish to access any of your CCTV images, you must make a written request to 'Derwent Water Marina Ltd' And the Company reserves the right to charge you a fee of up to £10 for the supply of the images requested. Your request must included the date and time of when the images were recorded and the location of the camera. You may be required to prove your identity.