

CCTV POLICY FOR BINDWELL LTD AND SURROUNDING DILHAM HALL RETREATS PROPERTIES

THE PURPOSE AND KEY OBJECTIVES OF THE CCTV SYSTEM

This document outlines the strategies of the CCTV used to ensure that all legal requirements and regulations are complied with.

This policy applies to all CCTV cameras on the Farm and surrounding properties owned by the Farm where CCTV cameras can be located. The policy applies to any location containing cameras which have the capability to capture images of individuals or to capture the activities taking place on the premises to identify criminal activity if occurring, is anticipated or perceived.

The specific purpose of having CCTV cameras on site is to enhance and maximise the safety and wellbeing of staff and other members of the public as well as the protection of buildings and valuable possessions.

MANAGEMENT AND PROCESS

This policy is issued by the Managing Director of Dilham Hall Farms. This gives the authority to develop and authorise policy and procedures and to delegate responsibility to others to investigate any policy breaches.

All requests for CCTV reviews and images must be formally requested in writing, using the form attached.

The Farm is unable to release recorded images for issues non-related to the Farm.

The Farm will make images available to the Police to assist in any criminal cases related to the sites cameras are located.

All staff with access to the recorded images has been made aware of these policies.

POLICY STATEMENTS

The Farm is responsible for all CCTV cameras on the property and is the sole data controller for all requirements under the Data Protection Act 1998.

There is only one system in place on the Farm and surrounding properties.

All users of the CCTV systems are appropriately trained.

Images and recordings may only monitor the Farm and be used for security purposes. Images must not be shared for any other reason.

There are appropriate procedures created for recording, viewing and retention of the CCTV images on the Farm, in accordance with approved standards.

The CCTV camera system is not used to record conversations between individuals.

The Farm will not undertake surveillance activities without need.

The CCTV cameras all have sufficient lens quality to collect the best possible images for adequate results. All cameras are located to cover the maximum area.

Disclosure of images collected is consistent to that of why the CCTV system was established.

Only authorised staff is able to allow images to be reviewed and images to be edited and images recorded.

Recorded images are stored for 30 days.

MONITORING AND ENFORCEMENT

This policy will be audited annually but will not necessarily be actively monitored. Reports of breaches will be investigated thoroughly and in accordance with the appropriate legislation.