

Closed Circuit Television (CCTV) Policy

(V 1.00)

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1. Policy Statement

7. Access to recordings

For operational purposes and in accordance with the stated purposes of the system, only designated Security staff shall have primary access to all CCTV recordings.

Disclosure of images from the CCTV system must be controlled and consistent with the purpose for which the system was established.

APPENDIX

Appendix A: Data Protection Principles.

Processing shall be taken to mean all operations including obtaining, recording, storing, analyzing or converting into other formats.

Processed lawfully, fairly and in a transparent manner;

Collected for specified, explicit and legitimate purposes and **Not** further processed in a manner that is incompatible with those purposes;

Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

Accurate and where necessary kept up to date;

Kept in a form which permits identification of the data subjects for no longer than is necessary for the purposes for which the personal data are processed;

Processed in a manner that ensures appropriate security of the personal data including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures.

Appendix B: Request to view CCTV imagesP

Name of requestor	
Reason for request	
Location, Date and start & finish times for requested recordings	

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