



## CCTV Policy

*The purpose of this policy is to notify employees and visitors to CAS premises as to the location, purpose, monitoring, use of recordings, retention, viewing and disclosure of CCTV systems at Compressed Air Solutions Ltd. Under data protection laws CCTV recordings are classed as personal data and Compressed Air Solutions will only use the personal data obtained from CCTV systems for the intended purposes as set out in this policy.*

**Location** - The cameras are located in the store areas and workshop areas of unit 5a, 5b and 6 on Arkright Hill Farm Industrial Estate, LE9 1RH. There is no CCTV in offices, or welfare areas (kitchen, meeting room or toilets).

**Purpose of system** - The CCTV system has been installed for crime prevention and as a means of enhancing the safety and security of employees, visitors and any other persons who may enter the premises and the security of company property. The system will be used to ensure company rules and procedures are being adhered to at all times.

**Monitoring** – 24 hour CCTV will be in operation. For the purposes of monitoring health and safety for lone workers (refer to appendix 1) working in unit 5, 5b or 6, during the course of normal working hours (8am-5pm) live images will be displayed on the main screen in the main office and viewed by nominated persons (refer to appendix 1). Live images may also be displayed on screens in the Director's offices (refer to appendix 1) and the IT Administrator (refer to appendix 1). Recorded images will only be accessible by the company Directors and the IT Administrator.

**Additional use of CCTV footage for investigations** - The Directors of CAS reserve the right to use CCTV footage as part of a specific investigation to assist in proving or disproving any allegations following an incident or any suspicion of wrongdoing.

**Period of retention** - Recorded images will be kept for a maximum of 30 days unless they are needed as part of a specific investigation to assist in proving or disproving any allegations following an incident or any suspicion of wrongdoing.

**Viewing footage** - Employees, and any other persons visiting the premises who enter areas where CCTV recording is in operation, can ask to see recorded images of themselves which will be provided free of charge. This information will be provided within one calendar month of the request and only recorded images that have not been automatically deleted will be provided (normal period of retention is 30 days). If the request is made 30 days or more after the recording is made, there will be no footage available due to the expiration of the period of retention (unless footage has been retained as part of a specific investigation to assist in proving or disproving any allegations following an incident or any suspicion of wrongdoing). Requests must be made in writing to a company Director.

**Signs** – Signs are clearly displayed both inside and outside of the building to notify employees and any other persons of the use of the CCTV.



**Disclosure of information** - If CCTV footage discloses activity which the company cannot reasonably ignore, the information may be disclosed to an outside authority, e.g. the police.

**Misuse of CCTV personal data** – No persons (CAS employees or otherwise) are permitted to record CCTV live images onto other devices. No CAS CCTV recordings or images are permitted to be uploaded onto any social media platforms. Any posts would require the consent of anyone identifiable in the footage.

**Policy Dissemination** - A full copy of this policy will be disseminated to all employees and contain appendix 1. Copies will be made available to all other interested parties with the exclusion of appendix 1 which contains names of company employees.

**Policy Review** - This policy will be reviewed on an annual basis or at any other time where amendments are required.

A handwritten signature in black ink, appearing to read "Mark Scott", is written over a faint, circular stamp or watermark.

Signed .....

Mark Scott, Managing Director

Date: 11<sup>th</sup> March 2025