

# CCTV POLICY

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## **Ownership**

Watling Tyres operates a CCTV surveillance system ('the system') at each depot with images being monitored and recorded centrally. The system is owned and managed by Watling Tyres and operated via head office.

## **Purpose**

The purpose for the CCTV system is crime prevention, safety and staff monitoring. This is further defined as:

CCTV is used for maintaining public and employee safety, the security of property and premises and for preventing and investigating crime, it may also be used to monitor staff when carrying out work duties. For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about staff, customers and clients, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the areas under surveillance. Where necessary this information is shared with the data subjects themselves, employees and agents, services providers, police forces, court or tribunal, security organisations and persons making an enquiry.

The operators recognise the effect of such systems on the individual and the right to privacy.

## **Description**

The system is intended to produce images as clear as possible and appropriate for the purposes stated. The system is operated to provide, when required, information and images of evidential value.

Cameras are located at strategic points throughout each depot. Signage is prominently placed at the entrance to each depot to inform staff, visitors and members of the public that a CCTV installation is in use.

## **Operation**

Images captured by the system are recorded continuously and may be monitored via the depot manager or head office. Screens are not visible from outside the managers or directors areas.

## **Information and retention**

No more images and information shall be stored than is required for the stated purpose. Images will be retained for one month or longer if the need arises. Information used as a reference database for matching purposes will be accurate and kept up to date.

## **Access**

Access to recorded images will be recorded within a log book.

Disclosure of recorded material will only be made to third parties in accordance with the purposes of the system and in compliance with the Data Protection Act.

Anyone who believes that they have been filmed by the system can request a copy of the recording, subject to any restrictions covered by the Data Protection Act ('subject access request'). Data subjects also have the right to request that inaccurate data be corrected or erased and to seek redress for any damage caused. Procedures are in place to ensure all access requests are dealt with effectively and within the law. Access requests should be addressed to:

Roger Flury  
Watling Tyres  
1-3 Pelham Road  
Gravesend  
DA11 0HN

### **Covert Recording**

Covert cameras are not currently in use within the Depots.

Covert cameras may be used only in very limited circumstances. This requires the written authorisation of the Managing Director.

Covert surveillance may be carried out in cases of suspected specific criminal activity only where the objective of making the recording would be seriously prejudiced should the individual(s) concerned be informed of such surveillance.

Any authorisation to use covert surveillance must include a justification of the need to use such methods to obtain evidence of criminal activity in a specific case; an assessment of alternative methods of obtaining such evidence and a statement of how long the covert monitoring should take place. The authorisation must be reviewed every 28 days and consider whether that should continue or be closed. Any decision to use covert surveillance for any reason must be fully documented and records of such decision retained securely.

### **Annual Review**

This policy was approved by the Managing Director in August 2018. It will be reviewed annually to ensure that the purpose still applies.