

CCTV Policy

1. Definitions

- "The Ellesmere Centre .
- "Data Controller"- The Centre's Data Controller for CCTV is the Office Manager.
- "Site Manager"- The Caretaker
- "CCTV Operator"- Employees of the Ellesmere Centre with the skills and permission to operate the CCTV and retrieve footage.

2. Introduction

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at the Ellesmere Centre.

The system comprises a number of static cameras located around the site. All cameras can be monitored from the Main Office.

This Code follows Data Protection Act guidelines.

The CCTV system and data is owned by the Ellesmere Centre.

3. Objectives of the CCTV system

- To protect the buildings and assets of the Ellesmere Centre.
- To increase personal safety and reduce the fear of crime.
- To support the Police in a bid to deter and detect crime.
- To assist in managing the Centre.

4. Statement of intent

The school will treat the system and all information, documents and recordings obtained and used, as data which are protected by the Data Protection Act.

The system installed is compliant with the Data Protection Act, Human Rights Act and Regulatory Investigation Powers Act.

Cameras will be used to monitor activities within the Ellesmere Centre and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of the Centre and its staff and visitors.

Cameras are focussed on the Centre buildings and around entrances/exits.

Materials of knowledge secured as a result of CCTV will not be used for any commercial purpose.

Information transferred to CD/DVD (or other appropriate media) will only be used for the investigation of a specific crime or incident.

Release to the media would only be allowed with the written authority of the police if this was required by them as part of a police investigation.

Warning signs, as required under the Data Protection Act, have been placed at key points in the building.

Signed by Trustee.....

Signed by Office Manager.....

Date.....