

## **CCTV Usage Policy**

This Policy is intended to ensure that the Ore Valley Group operates the CCTV system in compliance with the GDPR, the Information Commissioner's CCTV Code of Practice and other relevant legislation.

### **Purpose**

We operate CCTV at our facilities for the purposes of maintaining the security of our staff, our customers, property and premises and to assist in the prevention and detection of crime.

### **Location of CCTV**

CCTV Cameras are fitted at Ore Valley Head Office, OVBC and Lochgelly Miners Institute. Locations of the CCTVS can be found in our CCTV Instructions.

The static cameras have been directed where they will not focus on private homes, gardens and other areas of private property. Warning signs have been placed in all external areas where CCTV is operational.

### **Storage of CCTV footage**

All cameras have internal memory for recording and storing footage. Retention timeframes depend on various factors including chosen recording quality, size of storage and activity recorded on camera. All cameras located in OVHA head office and OVBC only record when movement is detected. The LMI cameras record constantly.

### **Access to CCTV**

Images will only be viewed by Senior Management when necessary. This can be done in person or remotely (only in the case of the cameras located at OVHA and the OVBC). Remote access requires an email and password to access.

When images are provided to any external body, including the police, this will be done by downloading the information onto a DVD, CD or memory stick. The following information will be recorded in the CCTV Operating File for every CD or memory stick produced

- The date and time the information was provided to the external body
- The details of the person to whom the information has been provided, including their employing organisation and contact details

### **Retention**

We process CCTV footage for 31 days after the date of capture, although we may process footage for a longer period, for example if the footage is relevant to an investigation.

Further guidance can be found in our CCTV Instructions

M Elder/N Clark

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