**CCTV Monitoring Policy**

May 2018

**Purpose**

Daniel Thwaites Plc ("the Company") operates the following policy in relation to CCTV Monitoring. The Company may implement CCTV systems inside and outside the workplace. This equipment is intended to prevent and detect crime, ensure the health and safety of staff and visitors, and ensure operational efficiency. Please note that the collection of data and images may constitute personal data for the purposes of the General Data Protection Regulation 2018.

Principles

Key principles of this policy are:

* To ensure that all employees are aware of the use of CCTV within the business
* To ensure that employees are aware that the CCTV may capture personal data
* To ensure employees are aware of the purpose and business reasons for using CCTV and how the personal data may be used, and to ensure a balance between the needs of the business and the privacy of our employees

# CCTV

The CCTV system monitors the exterior of the building and certain areas of the interior, 24 hours a day, 7 days a week. The CCTV camera may capture images of employees or visitors in or around the Company premises. This data is recorded and collected on a loop system. The data is stored for at least 13 days. CCTV images will only be viewed where an incident has occurred and where CCTV footage may assist in identifying what happened.

# Monitoring of CCTV

For business reasons, and in order to carry out legal obligations in our role as an employer, our systems will be regularly monitored:-

* For health and safety purposes
* to prevent and detect crime

Monitoring is only carried out to the extent necessary and justifiable to fulfil the business reasons above. Access to the data collected shall be restricted to the owners of the business and designated Managers. The Company is satisfied that the use of CCTV is proportionate taking into account the business reasons and benefits of the use of these systems and the impact it may have on the privacy of our staff.