



WALES ENGLAND CARE

CCTV POLICY



1.0 Overview

1.1 The aim of the Wales England Care closed circuit television (CCTV) policy is to provide a layer of security for the business, its assets and property. Aligned to this, it also assists in providing a safe and secure environment for the staff.

2.0 location

2.1 The CCTV system is installed at : The Coach House Workshop, Philip Street, Risca, Caerphilly NP11 6DF

3.0 Purpose

The CCTV surveillance is installed for the purpose of:

- 3.1 Protecting the buildings and assets, both during and after business hours
- 3.2 Promoting the wellbeing and safety of staff and visitors
- 3.3 Detering crime and anti social behaviour (including theft and vandalism)

4.0 System

- 1.1. The CCTV system consists of 4 cameras located in plain sight.
- 1.2. The system is owned by Wales England Care Ltd.
- 1.3. The CCTV is monitored centrally and remotely by members of the I.T. and Director teams.

5.0 Legal

- 5.1 The CCTV scheme is compliant with the Information Commissioners Office (ICO) under the terms of the Data protection Act. This policy outlines the business use of the CCTV and how it complies with the Act.
- 5.2 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are aware of their responsibilities under the CCTV Code of Practice.
- 5.3 All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.
- 5.4 The business complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use.
- 5.5 The use of the CCTV system will be conducted in a professional, ethical and legal manner and any diversion of the use of CCTV security technologies for other purposes is prohibited by this policy e.g. CCTV will not be used for monitoring employee performance.
- 5.6 CCTV monitoring of public areas for security purposes will be conducted in a manner consistent with all existing policies adopted by the business, including Equality & Diversity Policy, Dignity at Work Policy, etc.



6.0 Location of Cameras

- 6.1 Cameras will be sited so they only capture images relevant to the purposes for which they are installed and care will be taken to ensure that reasonable privacy expectations are not violated.
- 6.2 The business will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act. The business will make every effort to position cameras so that their coverage is restricted to the office premises, which may include outdoor areas.
- 6.3 CCTV will not be used to monitor areas where individuals would have a reasonable expectation of privacy.
- 6.4 There will be two cameras installed upstairs – Main office view & Stairway view.
- 6.5 There will be two cameras installed downstairs – Main door view & Storeroom view.
- 6.6 There are no covert cameras or hidden surveillance in operation. Only video recording is supported – no audio conversations are recorded.

7.0 Notification

- 7.1 A copy of this CCTV Policy will be provided on request to staff and visitors and will also be made available on the company's websites.
- 7.2 The location of CCTV cameras will also be indicated and adequate signage will be placed at each location in which a CCTV camera(s) is sited to indicate that CCTV is in operation.
- 7.3 Adequate signage will also be prominently displayed at the entrance to the building.

8.0 Storage & Retention

- 8.1. The images captured by the CCTV system will be securely stored and retained for a maximum of 31 days, except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.
- 8.2. Access will be restricted to authorised personnel. Supervising the access and maintenance of the CCTV System is the responsibility of the I.T. Lead. The I.T. Lead may delegate the administration of the CCTV System to another staff member.
- 8.3. In certain circumstances, the recordings may also be viewed by other individuals to achieve the objectives set out above. When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.