

LENALEA ELECTRONICS LIMITED CCTV POLICY

1. Ownership

Lenalea Electronics Ltd ('the company') operates a CCTV Surveillance system ('the system') throughout the premises and external area surrounding the premises as owned by the company, with images being monitored and recorded centrally. The system is owned and managed by the company.

The responsible manager is David Foster, Director.

2. Compliance

Images obtained from the system which include recognisable individuals constitute personal data and are covered by the Data Protection Act. The company is the registered data controller under the terms of the Act. The Data Protection Officer for the company is David Foster who is responsible for ensuring compliance with the Act.

This policy has been drawn up in accordance with the advisory guidance contained within the Information Commissioners CCTV Code of Practice, as applicable to smaller businesses.

3. Purpose

The company's registered purpose for processing personal data through use of the system is crime prevention and investigating crime. This is further defined as:

CCTV is used for maintaining the security of property and premises and for preventing and investigating crime. For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about staff, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required 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.

Full details of the company's data protection registration are available on the Information Commissioners Office Website.

4. 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 the premises and surrounding vicinity, principally at the perimeters, entrance and exit points of the building and thereafter throughout the premises.

Signage is prominently placed at strategic points on the estate to inform staff, visitors and members of the public that a CCTV installation is in use and includes contact details for further information.

5. Operation

Images captured by the system are recorded continuously and may be monitored in the server room. Images displayed on monitors are not visible from outside the server room and access to the server room is limited.

The Responsible Manager will ensure that all authorised staff are fully briefed and trained in all aspects of the operational and administrative functions of the system.

6. Information retention

No more images and information shall be stored than is required for the stated purpose. Images will be deleted once their purpose has been discharged.

7. Access

All access to recorded images is recorded in the Server Room CCTV daily log. Access to images is restricted to those who need to have access in accordance with this policy and any governing legislation.

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 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. Procedures are in place to ensure all such access requests are dealt with effectively and within the law. Access requests should be addressed to dfoster@lenalea.com or by letter to

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