

Waterway Projects Ltd CCTV Policy

Approved by directors July 2019

I. BACKGROUND

- 1.1 Waterway Projects Ltd uses closed circuit television (CCTV) images for the prevention, identification and reduction of crime and monitor sites and facilities in order to provide a safe and secure environment for contractors, employees and visitors, and to prevent the loss or damage to business property or that of tenants or other authorised users of sites that the business operates.
- 1.2 CCTV surveillance is intended for the purposes of:
 - protecting the buildings and assets of the business, both during and after working hours;
 - promoting the health and safety of contractors, employees and visitors;
 - reducing the incidence of crime and anti-social behaviour (including theft and vandalism);
 - supporting the Police and Canal & River Trust as landowner in deterring and detecting crime;
 - assisting in identifying, apprehending and prosecuting offenders;
- 1.3 The system comprises of 4 fixed cameras at Stonebridge Boatyard.
- 1.4 The CCTV system is owned and operated by Waterway Projects Ltd and its deployment is determined by the company director(s) in consultation with Waterway Services Ltd who are the principal provider of services on the boatyard site.
- 1.5 The CCTV is monitored by Lee Wilshire (director of Waterway Projects Ltd) and is stored on a secure recording device.
- 1.6 The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act. This policy outlines the use of CCTV and how it complies with the Act.
- 1.7 All authorised operators with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are trained in their responsibilities under the CCTV Code of Practice. All operators are aware of the restrictions in relation to access to, and disclosure of, recorded images.
- 1.8 The company complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure the CCTV system is used responsibly and to safeguard trust and confidence in its continued use.
- 1.9 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.
- 1.10 CCTV monitoring of public areas for security purposes will be conducted in a manner consistent with all relevant policies, including the provisions set down in equality and related legislation.

2. JUSTIFICATION FOR USE OF CCTV

- 2.1 The use of CCTV to control the perimeter of the boatyard site for security purposes has been deemed to be justified by the company director(s) and principle site operator(s). The system is intended to:
 - Capture images of intruders or of individuals damaging property or removing goods without authorisation or of anti- social behaviour.

- Provide a general overview of the yard to enable any Health & Safety breaches, incidents, near misses or accidents to be properly analysed and support the development of better risk management procedures.

2.2 CCTV systems will not be used to monitor normal day to day activity at the site.

3. DATA PROTECTION IMPACT ASSESSMENTS

3.1 Where new CCTV systems or cameras are to be installed, the company will carry out a full Data Protection Impact Assessment identifying risks related to the installation and ensuring full compliance with data protection legislation. This may involve the need for consultation with contractors, customers and local residents.

4. LOCATION OF CAMERAS

4.1 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.

4.2 The company will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

4.3 Use of CCTV to monitor areas where individuals would have a reasonable expectation of privacy would be difficult to justify. The company has endeavoured to select locations for the installation of CCTV cameras which are least intrusive to protect the privacy of individuals whilst continuing to be fit for purpose for security and crime prevention purposes.

4.4 Cameras placed to record external areas are positioned in such a way as to prevent or minimise recording of passers-by or of another person's private property.

4.5 CCTV Video Monitoring and Recording of Public Areas may include the following:

- **Protection of buildings and property:** The boatyard site perimeter, entrances and exits and shared wayleaves, buildings and storage areas, moorings and canal frontage.
- **Monitoring of Access Control Systems:** Monitor and record restricted access areas at entrances to buildings and other areas
- **Verification of Security Alarms:** Intrusion alarms, exit door controls, external alarms
- **Criminal Investigations (carried out by police):** Robbery, burglary and theft surveillance

5. COVERT SURVEILLANCE

5.1 Waterway Projects Ltd will not engage in covert surveillance.

6. NOTIFICATION

6.1 A copy of this CCTV Policy will be provided on request to staff, contractors, customers and visitors and will be made available on the company website.

6.2 The location of CCTV cameras will not be obfuscated and adequate signage will be installed to indicate that CCTV is in operation.

- 6.3 Adequate signage will also be prominently displayed at the entrance to the boatyard. This principal signage shall include the name and contact details of the data controller as well as the specific purpose for which CCTV cameras are used for on the site.
- 6.4 Appropriate locations for signage will include:
- At entrances to premises
 - On the perimeter fence

7. STORAGE AND RETENTION

- 7.1 The images captured by the CCTV system will be retained for a maximum of 30 days, except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.
- 7.2 The images/recordings will be stored in a secure environment with a log of access kept.
- 7.3 Access will be restricted to authorised personnel. Supervising the access and maintenance of the CCTV System is the responsibility of the company director(s). The director(s) may delegate the administration of the CCTV System to another suitably trained staff member.
- 7.4 In certain circumstances, the recordings may also be viewed by other individuals in order 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.
- 7.5 Files/Tapes/DVDs will be stored in a secure environment with a log of access kept. Access will be restricted to authorised personnel.

8. ACCESS

- 8.1 Recorded footage and the monitoring equipment will be securely stored in a restricted area. Unrestricted access to that area will not be permitted at any time.
- 8.2 When accessing images a written record of access will be made with two people being present when access is by a person other than the company director(s).
- 8.3 Access to the CCTV system and stored images will be restricted to authorised personnel only.
- 8.4 A record of the date of any disclosure request along with details of who the information has been provided to (the name of the person and the organisation they represent), why they required it and how the request was dealt with will be made and kept, in case of challenge.
- 8.5 Data will be provided to those requests authorised in a permanent format where possible. If this is not possible for whatever reason the data subject will be offered the opportunity to view the footage.
- 8.6 In relevant circumstances, CCTV footage may be accessed:
- By the police where Waterway Projects Ltd (or its agents) are required by law to make a report regarding the commission of a suspected crime; or
 - Following a request by the police when a crime or suspected crime has taken place and/or when it is suspected that illegal/anti-social behaviour is taking place on Waterway Projects Ltd property; or

- To the HSE and/or any other statutory body charged with enforcing safe working practices; or
- To data subjects (or their legal representatives), pursuant to a Subject Access Request or
- To individuals (or their legal representatives) subject to a court order.
- To the company's insurance company where the insurance company requires same in order to pursue a claim for damage done to the insured property.

9. SUBJECT ACCESS REQUESTS (SAR)

- 9.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.
- 9.2 Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.
- 9.3 The company will respond to requests within 30 calendar days of receiving the request in line with legislation.
- 9.4 The company reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.
- 9.5 A record of the date of the disclosure along with details of who the information has been provided to (the name of the person and the organisation they represent) and why they required it will be made.
- 9.6 In giving a person a copy of their data, the company provide a still/series of still pictures, a tape or a disk with relevant images. However, other images of other individuals will be obscured before the data is released.
- 9.7 Where footage contains images relating to 3rd parties, the company will take appropriate steps to mask and protect the identities of those individuals.

10. COMPLAINTS

- 10.1 Complaints and enquiries about the operation of CCTV should be directed to a company director in writing in the first instance.

11. PERSONNEL TRAINING

- 11.1 Personnel authorised to access the CCTV system will be trained to comply with this policy. Personnel will understand that all information relating to the CCTV images must be handled securely.
- 11.2 Personnel will receive appropriate training to enable them to identify and handle different requests according to regulations.
- 11.3 Personnel misuse of surveillance system information will lead to disciplinary proceedings.

12. RESPONSIBILITIES

- 12.1 The Company Directors (or nominated deputy) will:

- Ensure that the use of CCTV systems is implemented in accordance with the policy set down by Waterway Projects Ltd.
- Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within the Stonebridge Boatyard site.
- Ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy.
- Ensure that the CCTV monitoring used by the company is consistent with the highest standards and protections.
- Review camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy
- Maintain a record of access (e.g. an access log) to or the release of tapes or any material recorded or stored in the system
- Ensure that the perimeter of view from fixed location cameras conforms to this policy both internally and externally.
- Give consideration to both staff and members of the public through feedback/complaints regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV camera or associated equipment.
- Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals and to be mindful that no such infringement is likely to take place
- Ensure that external cameras are non-intrusive in terms of their positions, views of nearby residential areas and the long-term mooring site at Stonebridge North, and that they comply with the principle of “Reasonable Expectation of Privacy”
- Ensure that monitoring footage are stored in a secure place with access by authorised personnel only
- Ensure that images recorded on tapes/DVDs/digital recordings are stored for a period not longer than 30 days and are then erased unless required as part of a criminal investigation or court proceedings (criminal or civil).
- Ensure that when a zoom facility on a camera is being used, there is a second person present with the operator of the camera to guarantee that there is no unwarranted invasion of privacy
- Ensure that camera control is solely to monitor suspicious behaviour, criminal damage etc. and not to monitor individual characteristics
- Ensure that camera control is not infringing an individual’s reasonable expectation of privacy in public areas

