**CCTV Policy**

**Introduction**

This policy sets out how our approach to using the workplace affects you.

Cameras are usually in [the reception area/the storeroom/the car park/another area. CCTV is necessary for the organisation's legitimate interests. Cameras are installed to detect and prevent crime, serious misconduct or breaches of Health & Safety.

The data controller is [insert name and contact details]. We have appointed [name and contact details] as our data protection officer.]

**Purpose of CCTV**

We will not use CCTV to monitor your work or determine whether they comply with the organisation's policies and procedures.

CCTV will be installed only if [we decide after an [impact assessment](https://www.xperthr.co.uk/policies-and-documents/data-protection-impact-assessment-form/163516/) that] it is a necessary and proportionate way of dealing with problems. We will ensure that all cameras are set up to provide minimal intrusion of your privacy and that any intrusion is fully justified.

In surveillance areas, signs will be displayed prominently to inform you that CCTV is in use. If you access the relevant areas, their images will be captured on CCTV.

**Limits on the use of CCTV**

CCTV will not be operated in toilets, private offices or changing rooms unless this is necessary for the investigation of a serious crime or there are circumstances in which there is a serious concern to health and safety or to the operation of our business. CCTV will be used in this way only where it is a proportionate means of achieving the aim in the circumstances.

Covert CCTV will only be set up to investigate or detect serious misconduct. The use of covert CCTV will be justified only in circumstances where the investigator has a reasonable suspicion that the crime or serious misconduct is occurring and where CCTV use is likely to be a proportionate means of securing evidence. [Any covert recording will be strictly time-limited.]

**Evidence from CCTV footage**

CCTV evidence may be used against you in disciplinary proceedings only where such evidence tends to show, in our reasonable belief, that you have been guilty of serious misconduct. You can see and respond to the images in these circumstances.

**Storage of CCTV footage**

Images from CCTV footage will be securely stored, and only authorised personnel will have access to them. [This will typically be members of our security team. It could also include members of HR, an employee's line manager, and managers in the business area where the footage is taken. However, information would generally be shared only in this way if we believe that a criminal offence or serious misconduct has occurred.] [Surveillance information may also be shared with law enforcement agencies to detect crime.]

The images will be retained only long enough for an incident to come to light and any investigation to be conducted. [In normal circumstances, CCTV footage will be securely deleted after [Number] days.]

If your images are recorded, you have a right to view pictures of yourself and be provided with a copy. You should make such a request by providing us with a photograph or a description of yourself, together with the appropriate time and date of the image, so that they may be easily identifiable. [If you want to make a request, please send the request to [email address] or use the organisation's [form for making a subject access request](https://www.xperthr.co.uk/policies-and-documents/form-for-individual-to-make-subject-access-request/162694/).]

You will be allowed access to such images within one month of the request, although in some cases, particularly where large amounts of data are processed, that period may be extended to three months.