

Policy CCTV

Approver	Senior Management Team
Policy	CCTV Policy for Training Room
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Jennifer Hudson
Managing director
Signed by: 85fca51f-dc5d-41fe-b53c-b6194867b148

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1. Purpose

The purpose of this policy is to outline the use of CCTV surveillance in the training room at AreYou, located at the front and back to ensure the safety and security of our trainers, trainees, and property while complying with the General Data Protection Regulation (GDPR) and relevant UK laws.

2. Scope

This policy applies to all staff, trainers, trainees, visitors, and any other individuals who use or enter the training room.

3. Objectives

- To support trainers in their learning process.
- To protect personal belongings and company property.
- To ensure the safety and security of all individuals using the training room.

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4. CCTV Operation

- The CCTV system will not continuously record but will be activated when necessary for security and training purposes.
- Live monitoring will be conducted by authorised personnel only (staff of AreYou).
- Recording will be initiated only when necessary for the above objectives.

5. Compliance with GDPR

- All recorded footage will be handled in compliance with GDPR.
- Data collected through CCTV will be processed lawfully, fairly, and transparently.
- Footage will be used solely for the purposes specified in this policy.
- Access to recorded footage will be restricted to authorised personnel.
- Recorded footage will be retained for no longer than 30 days unless required for an investigation or legal purposes.

6. Signage

- Clear and visible signage will be placed at the entrance of the training room to inform individuals of the presence of CCTV surveillance.
- Signage will include the purpose of the CCTV system.

7. Data Subject Rights

- Individuals have the right to access their personal data recorded by the CCTV system if required for legal investigation purposes.
- Access requests should be made in writing to Jennifer Hudson via the police and will be responded to within one month.
- Individuals have the right to request the erasure or restriction of their data, subject to certain conditions.

8. Security Measures

- The CCTV system will be secured to prevent unauthorised access, alteration, or deletion of recorded footage.
- Access to the CCTV system and recorded footage will be restricted to authorised personnel only.

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9. Review and Monitoring

- This policy will be reviewed annually or when significant changes occur to ensure its continued relevance and effectiveness.
- Regular audits will be conducted to ensure compliance with this policy and relevant legislation.

10. Contact Information

For any questions or concerns regarding this CCTV policy, please contact Jennifer Hudson at office@areyou.org.uk.

This CCTV policy ensures the responsible use of surveillance in the training room at AreYou, safeguarding the rights and privacy of all individuals while promoting a secure learning environment.