

ICT Reverse CCTV Policy

Identification

In areas where CCTV is used ICT Reverse will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.

The signs will:

- Be clearly visible and readable.
- Contain details of the organisation operating the scheme, the purpose for using CCTV and who to contact about the scheme.
- Be an appropriate size depending on context.

Type of equipment

ICT Reverse's standard CCTV cameras record visual images only and do not record sound. Where two way audio feeds (e.g. Entrance Intercom) are used, they will only be capable of activation by the person requiring help.

Administration

The data controller Ken Parker has responsibility for the control of images and deciding how the CCTV system is used. ICT Reverse has notified the Information Commissioner's Office of both the name of the data controller and the purpose for which the images are used. All 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 trained in their responsibilities under the CCTV Code of Practice.

Access to recorded images is restricted to staff that need to have access in order to achieve the purpose of using the equipment. All access to the medium on which the images are recorded is documented. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

Under ICT Reverse's (Specification and Disposal of Articles) Regulations 2013, ICT Reverse staff can view CCTV footage in order to make a decision as to whether to search a staff member for an item. If the recorded footage reveals that theft has been committed by a member of staff, this evidence may be used in a disciplinary case.

Image storage, viewing and retention

Recorded images will be stored in a way that ensures the integrity of the image and in a way that allows specific times and dates to be identified. Access to live images is restricted to the CCTV operator unless the monitor displays a scene which is in plain sight from the monitored location.

Recorded images can only be viewed in a restricted area by approved staff. The recorded images are viewed only when there is suspected criminal activity and not for routine monitoring of staff or visitors unless the camera(s) are installed to monitor the safe movement of persons through a designated area e.g corridors (these areas will be identifiable by clear signs). ICT Reverse reserves the right to use images captured on CCTV where there is activity that ICT Reverse cannot be expected to ignore such as criminal activity, potential gross misconduct, or behaviour which puts others at risk. Images retained for evidential purposes will be retained in a locked area accessible

by the system administrator only. Where images are retained, the system administrator will ensure the reason for its retention is recorded, where it is kept, any use made of the images and finally when it is destroyed.

Ken Parker

A handwritten signature in purple ink, appearing to read 'Ken Parker', with a stylized, cursive script.

Compliance Director