

## 360 Recruitment – CCTV Policy

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### Code of Practice for the ethical operation of CCTV.

The purpose of the policy is to administer and manage the installation and operation of CCTV systems in use on the premises of the organisation.

The objectives of the CCTV system are to:

- assist with the deterrence, prevention and detection of crime and offenders
- provide primary evidence, where appropriate, regarding legal proceedings that may ensue following criminal activities or civil breaches
- give greater assurance of the safety and wellbeing of staff, contractors, and visitors.

The Data Protection Act 2018 / General Data Protection Regulation (DPA/GDPR) covers the capture and processing of images gained through the operation of a CCTV system. The organisation will ensure that anyone dealing in CCTV images acts as a data processor and must, therefore, act in accordance with the requirements of DPA/GDPR and the Information Commissioner Code of Practice.

The principles of the DPA / GDPR require that data is:

- fairly and lawfully processed (obtained, recorded, or held)
- collected and processed only for specified and limited purposes
- adequate, relevant, and limited to what is necessary
- accurate and where necessary, kept up to date
- not kept for longer than necessary and kept up to date
- processed securely.

### Code of Practice

In recognition of this policy, the organisation will ensure:

- the CCTV control room is always kept secure
- there are no cameras installed in places where personal activities take place
- the CCTV system is operated in an ethical manner
- all out of date recordings are disposed of securely