



## USE OF CCTV ON COMPANY PREMISES

Issue Date: 05.04.2019

### PURPOSE

The purpose of this policy is to highlight the arrangements in place for the use of CCTV on premises used by ELATT, as specified under the GDPR Act May 2018.

### DETAILS

There is one CCTV camera situated on the premises that is used by ELATT or accessed by members of the public, and signage has been erected to advertise this fact.

Data is recorded and retained for one calendar month. However, in the event that the data is required as evidence that a crime has been committed on the premises, then it will be kept for as long it is needed during legal proceedings.

A representative of the management team keeps all data securely and access to any data is restricted.

The viewing of any data will take place in a secure office.

Records are kept of stored data and any data that is deleted will be recorded accordingly.

In the event that ELATT becomes aware of an illegal activity on its premises, then covert filming will take place, as this will be an integral part of the investigation into these criminal activities.

Employees should note that ELATT has installed the CCTV for the purposes of assisting in the security of employees, learners, visitors, property and premises, and NOT to monitor the movements or activities of employees.

In the event that any employee is filmed carrying out an activity or behaving in any way that contravenes the Company's policies, rules and procedures, then the Company reserves the right to use the CCTV footage as evidence and apply the Company's Disciplinary Procedure, which could lead to dismissal.