

CLOSE CIRCUIT TELEVISION (CCTV) POLICY

Policy Statement: The purpose of this policy is to set a regulatory framework for the management and use of CCTV equipment across the McSence Group and property estate.

All Employees: This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

- ✦ All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

The Workplace: This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

- ✦ McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

Operational Procedures:

In order to execute this Policy, we maintain Operational Procedures and these procedures are designed to ensure that:

- ✦ Responsibilities are established and that these are clearly communicated to all stakeholders.
- ✦ All images captured are treated as data.
- ✦ Cameras will be used to monitor activities within and around the premises strictly in line with the objectives of the Policy.
- ✦ Cameras are not set to focus on private homes, gardens, and other areas of private property.
- ✦ Images or knowledge secured are not to be released to the media or used for any commercial or entertainment purposes.
- ✦ Recordings are only released under request from the Police, or in respect of a Subject Access Request
- ✦ Warning signs are placed at all entrance routes to areas covered by CCTV.
- ✦ The system will be accessed and administered only by the Senior Management Team and relevant delegated authorised staff.
- ✦ Monitors and PC are standalone, and password protected which is changed accordingly.
- ✦ Access to monitors will be restricted where those areas being monitored are not in plain view.
- ✦ The system will be regularly serviced and maintained.
- ✦ If covert surveillance is planned or has taken place, copies of Authorisation Forms, including any review will be completed and retained.
- ✦ A Logbook detailing all viewing or release of images is maintained.
- ✦ Recorded images are not held for longer than one month unless specifically requested.
- ✦ Procedures are maintained for dealing with and resolving complaints.
- ✦ Procedures exist for Data Subject Access Requests

Maintaining our CCTV System:

The objectives of maintaining our CCTV system are to:

- ✦ Assist in maintaining an environment for staff, tenants, trainees, visitors, and other stakeholders which supports their safety and welfare.
- ✦ Deter crime against people, buildings, vehicles, and assets.
- ✦ Assist in the identification and prosecution of persons having committed an offence.

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group’s Staff Zone Intranet via our website [Login | McSence](#)

Compliance: Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



McSence Group Signatory:

David Maxwell | Chief Executive

McSence Group - McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd

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***Policy Amendments & Revisions:** This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.*

POLICY