

PMS INTERNATIONAL GROUP PLC

CCTV Policy and Procedures

1. INTRODUCTION

1.1 The purpose of this Policy is to regulate the management, operation and use of the Closed-Circuit Television (CCTV) system at PMS International Group Plc, (The Company). Cameras are used to monitor activities within The Company's buildings, its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of The Company, together with its staff and visitors.

1.2 CCTV monitoring and recording systems will only be installed in or on Company property when this has been reviewed and approved by the Managing Director.

1.3 The system comprises a number of fixed and fully functional (Pan/Tilt/Zoom) cameras located in buildings and externally around The Company's premises. These are monitored by appropriate personnel.

1.4 The CCTV policy will be registered with the Information Commissioner under the terms of the Data Protection Act 2018. The Company's use of CCTV complies with the requirements of the Data Protection Act.

1.5 This policy document will be subject to review annually to include consultation as appropriate with interested parties.

1.6 The CCTV system is owned by The Company.

1.7 Independently installed and operated CCTV systems by staff are not permitted on any Company property and where found actions will be taken to close these systems down.

2. OBJECTIVES

2.1 The objectives for the use of CCTV on Company premises are as follows.

- a) Protect Company property.
- b) Ensure a safer environment within The Company
- c) Support the Police in a bid to deter and detect crime, by providing evidence in support of an enquiry or prosecution.
- d) Assisting in providing evidence to authorised officers of The Company and/or to a member of staff against whom disciplinary or other action is, or is likely to be, taken due to an allegation of a breach of Company regulations or staff handbook.

3. OPERATION OF THE CCTV SYSTEM

3.1 Management of the system

3.1.1 The CCTV operating system is administered and managed by the Security lodge/IT department in accordance with the principles and objectives expressed in this Company policy document.

3.1.2 The day-to-day management is the responsibility of both the Security lodge and the IT Department during the working week, outside normal hours and at weekends.

3.1.3 All cameras are monitored on the respective location where they operate, but can be monitored by authorised personnel on computers within the Security lodge, authorised personnel and by the Company's IT Department using Wavestore and Hikvision software.

3.1.4 The CCTV system is operational 24 hours a day, 365 days of the year.

3.1.5 If out-of-hours emergency maintenance is required, the Security lodge must contact an authorised person in order for a call out to be authorised.

3.1.6 Emergency procedures will be used when it becomes necessary to call the Emergency Services.

making the request. Memory sticks will be held at the Security lodge to be collected in person by the officer who will be handed the stick, on production of suitable identification.

4.2 Dealing with official requests: use of CCTV in relation to criminal or internal investigations

4.2.1 CCTV recorded images may be viewed by the Police for the prevention, investigation and detection of crime.

4.2.2 CCTV recorded images may be viewed by authorised officers of The Company for supervisory purposes, discipline reasons or other actions due to allegation of a breach of Company regulations or staff handbook following consultation with the Authorised person and Human Resources Manager to ensure the proportionality of the request.

5. **BREACHES OF THE POLICY (INCLUDING BREACHES OF SECURITY)**

5.1 Any breach of the Policy by the Security lodge or other authorised staff will be initially investigated by the Managing Director in order for him/her to initiate the appropriate disciplinary action.

5.2 Any serious breach of the policy will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

6. **ASSESSMENT OF THE SCHEME**

6.1 Performance monitoring, including random operating checks, may be carried out by the authorised person.

7. **COMPLAINTS**

7.1 Any complaints about The Company's CCTV system should be addressed to the Managing Director.

7.2 Complaints will be investigated in accordance with Section 5 of this policy.

8. **SUBJECT ACCESS REQUEST**

8.1 The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to access data held about themselves, including that obtained by CCTV.

8.2 A subject access request should be made in writing to the Managing Director. In certain circumstances a reasonable fee may be charged to cover administrative costs.

For further information, please contact:

The Managing Director
PMS International Group Plc
International House,
Cricketers Way,
Basildon
Essex
SS13 1ST

Signed: 

Print: DAVID TOPPLE

Position: MANAGING DIRECTOR / COMPANY SECRETARY

Date: 20/4/2024