



60 Newmarket Street, Grimsby, North East Lincolnshire, DN32 7SF
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CCTV Policy

1. Purpose

The purpose of this CCTV Policy is to regulate the use of Closed-Circuit Television (CCTV) systems to ensure that all surveillance activities comply with applicable laws and respect the privacy of individuals while maintaining the security of the premises.

2. Scope

This policy applies to all CCTV systems operated by Foresight North East Lincolnshire Ltd located at the following premises:

- 60 Newmarket Street, Grimsby
- 155–159 Freeman Street, Grimsby
- 146 Freeman Street, Grimsby
- Coronation House, Stanley Street, Grimsby
- Anne Askew House, South Marsh Road, Grimsby
- Scartho Community Hub, St Giles Avenue, Grimsby
- Crosby Community Hub, Crosby Road, Scunthorpe

and covers all individuals recorded by these systems including employees, visitors, contractors, and members of the public.

3. Objectives

- To protect the safety and security of employees, visitors, and property.
- To deter and detect crime and assist in investigations.
- To ensure compliance with data protection and privacy legislation.

4. Legal Basis

The operation of CCTV systems will comply with relevant data protection laws including the UK Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

5. Operation of CCTV

- CCTV cameras will be positioned only in areas where there is a legitimate security or safety need.
- Cameras will not be installed in areas where there is a reasonable expectation of privacy (e.g. toilets).
- CCTV footage will be monitored and recorded securely and access to footage will be restricted.

6. Data Storage and Retention

- Recorded footage will be stored securely and access limited to authorised personnel only.
- CCTV footage will be retained for a maximum of 30 days, unless required for ongoing investigations or legal purposes.
- After the retention period, footage will be securely deleted or destroyed.

7. Access to CCTV Footage

- Access to CCTV footage is limited to senior managers, the Housing Manager, or the Building Manager.
- Requests for access to footage by external parties (e.g. law enforcement) will be granted only when legally justified and with proper authorisation.

8. Staff Conduct and Misuse

- Staff are strictly prohibited from accessing or using CCTV footage for any purpose other than those authorised under this policy.
- Any unauthorised access, misuse, or abuse of CCTV footage or systems by staff will be considered a serious disciplinary matter and may result in disciplinary action up to and including dismissal.
- Legal action may also be taken if misuse involves breaches of data protection laws or privacy rights.

9. Signage

- Appropriate signage will be clearly displayed at all entrances and in areas covered by CCTV, informing individuals that CCTV is in operation.

10. Responsibilities

- The Facilities Manager, Jason Porter, is responsible for the implementation, oversight, and enforcement of this policy.
- Employees must not interfere with or tamper with CCTV equipment.
- Any concerns or complaints about the operation or misuse of CCTV should be directed to the Facilities Manager.

11. Rights of Data Subjects

- Individuals have the right to request access to their personal data recorded on CCTV footage under data protection laws.
- Requests should be made in writing to the Facilities Manager and will be processed in accordance with applicable legal requirements.

12. Policy Review

This policy will be reviewed annually or whenever there are changes in legislation or operational requirements.