

# CCTV Policy

## Overview

The purpose of this Policy is to regulate the management, operation and use of the Closed-Circuit Television (CCTV) system at Deep Blue Financial Ltd. Cameras are used to monitor activities within Deep Blue Financials' car parks and other public areas to identify criminal activity occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of the offices, together with its staff and clients.

The system comprises several motion censored fixed cameras, one is located within the hallway and the others externally around Deep Blue's building. These are monitored by appropriate personnel.

Deep Blue Financials' use of CCTV complies with the requirements of the **The General Data Protection Regulation (GDPR)** and, where applicable, the Regulation of Investigatory Powers Act 2000 under lawful surveillance. .

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

The CCTV system is owned by Deep Blue Financial Ltd.

## Objectives of the CCTV.

The objectives of the CCTV Policy are to:

Protect Deep Blue Financial Ltd's property.

Ensure a safer environment within the area

Support the Police in a bid to deter and detect crime, by providing evidence in support of an enquiry or prosecution.

## Operation of the CCTV

The CCTV operating system will be administered and managed by the Management Team. (Both Directors and Office Manager) All cameras are monitored by the Management Team where they can be monitored by the Management Team on their computers and can be accessed on their mobile devices.

The CCTV system will be operated 24 hours a day, 365 days of the year.

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

Warning signs, as required by the Code of Practice of the Information Commissioner, will be placed at all access routes to areas covered by Deep Blue Financials' CCTV cameras.

On a weekly basis a member of the Management Team, will check and confirm the efficiency of the system, ensuring that:

- the cameras are functional
- the equipment is properly recording

Recording is carried out on digital data apparatus. All cameras and recording equipment are maintained by The Alarming Company

The CCTV system is designed to ensure maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Retention and disposal of material:

Data disks will be disposed of by a secure method.

Footage will be stored on data recorder hard drives for a minimum of 30 days.

Footage will only be stored on data disks if footage is requested by external agencies in the process of detecting crime and in the prosecution of offenders.