CCTV NOTICE FOR BUILDINGS

1. Closed circuit television (CCTV) has been installed in **Stafford Fuels Limited**’s building. The system comprises of a number of cameras installed at [insert] and [insert], recording video images without sound. The purposes of the CCTV are:
	1. to deter and detect unauthorised access to Stafford Fuels property;
	2. to enhance safety and to protect Stafford Fuels, its staff and their property; and
	3. to provide evidential material for criminal court proceedings.
2. The information obtained by CCTV is controlled in accordance with data protection laws. Signage is in place to inform people that CCTV is in operation. Day to day access to CCTV footage is restricted to the Site Manager although access will be afforded to Senior Managerial personnel on a need to know basis where any incidents require review.
3. Stafford Fuels currently uses a hard drive system to record images and images are kept for no longer than a 30-day cycle unless required to investigate an incident. A log of access to the CCTV records is maintained by Stafford Fuels.
4. An individual whose image has been recorded has a right to be given a copy of the information recorded. Practically, a person must provide necessary information by detailing information such as the date, time, location and duration of the recording. They should also provide a passport sized photograph of themselves unless their identity is already known (e.g. a member of staff). Where the image is of such poor quality as does not clearly identify an individual that image will not considered to be personal data. Before releasing this information the images of others will be obscured or removed.