

YORKSHIRE DANCE

Closed Circuit Television (CCTV) Policy

Introduction

The Yorkshire Dance Centre Trust (The Company) uses closed circuit television (CCTV) images to protect the Company's property and to provide a safe and secure environment for employees and visitors to our business premises. This policy sets out the details of how The Company will collect, use and store CCTV images. For more information on your privacy rights associated with the processing of your personal data collected through CCTV images please refer to The Company privacy notice and data protection policy.

The Company CCTV facility, unless there are exceptional circumstances (see covert recording below), will only record images. There is no audio recording i.e. conversations are not recorded on CCTV.

Who is this policy for?

All users of Yorkshire Dance's building at 3 St Peter's Building, St Peter's Square, Leeds, LS9 8AH

Purposes of CCTV

The Company uses CCTV for the following purposes:

- Prevention or detection of crime or equivalent malpractice.
- Identification and prosecution of offenders.
- Monitoring of the security of the Company's business premises.

Location of cameras

Three cameras are located in the reception and foyer area of the building, principally at the entrance and exit point of the building. The Company has positioned the cameras so that only communal or public areas on the Company's business premises are viewed. and they have been sited so that they provide clear images. No camera focuses, or will focus, on toilets, shower facilities, changing rooms, staff kitchen areas, staff break rooms or private offices.

All three cameras are clearly visible.

Appropriate signs are prominently displayed so that employees, clients, customers and other visitors are aware they are entering an area covered by CCTV.

Responsibility for the management of the system

The Operations Manager has overall responsibility for the maintenance of the system. They periodically check the equipment and arrange for the suppliers to carry out periodic maintenance checks.

The Operations Manager will ensure that images are deleted in accordance with the retention policy. The Operations Manager and 4 Site Security Systems Ltd (CCTV suppliers) will have access to the recorded images during the maintenance of the systems but will under no circumstances routinely view, disclose or retain copies of the recorded images.

The Operations Manager and Co-Directors will be trained in the operation of the CCTV system and will be aware of the data protection compliance requirements in line with the Code of Practice.

Recording and retention of images

Images will be stored on the recording equipment which will be securely protected. The Operations Manager has responsibility for ensuring that the equipment and the routinely recorded images have the necessary security. Images are routinely retained for one month but may be retained longer in the event that they are required as part of an investigation.

Where images have been retained for an investigation, the Operations Manager will take responsibility for the secure storage of those images. This will be done in liaison with an appointed Investigating Manager where necessary for disciplinary purposes.

Access to and disclosure of images

The Operations Manager and/or The Executive Director is responsible for viewing images when investigating an incident or suspected incident.

Images may also be accessed by the relevant Investigating Manager if necessary, as part of a disciplinary investigation. Images may then be disclosed as part of the evidence assembled by the Investigating Manager in the event of a disciplinary hearing.

Data Protection

The Company will process the personal data collected in connection with the operation of the CCTV policy in accordance with its data protection policy and any internal privacy notices in force at the relevant time. Inappropriate access or disclosure of this data will constitute a data breach and should be reported immediately to the Company's Data Protection Officer (Executive Director) in accordance with the Company's data protection policy. Reported data breaches will be investigated and may lead to sanctions under the Company's disciplinary procedure.