

CCTV Policy

1. Purpose

This policy sets out the framework for the installation, management, and use of Closed-Circuit Television (CCTV) systems within The Lawrence Cloisters Trust. CCTV is used to enhance safety, deter crime, support investigations, and comply with relevant legislation.

2. Scope

This policy applies to all employees, contractors, visitors, and members of the public who enter areas monitored by CCTV. It covers all CCTV equipment owned, operated, or managed by The Lawrence Cloisters Trust.

3. Legal and Regulatory Compliance

The Lawrence Cloisters Trust complies with applicable data protection and privacy laws as well as other relevant regulations.

4. Roles and Responsibilities

- The General Manager and Board: Ensures compliance with this policy.
- The General Manager and Board: Manages installation and monitoring.
- The General Manager and Board: Ensures technical safeguards.
- Authorised Personnel as designated by the Board: Access CCTV images only when necessary.

5. CCTV Operation

Cameras are installed only where necessary and are never used in private spaces. Signs are displayed to inform individuals that CCTV is in operation.

6. Data Collection and Storage

CCTV footage is stored securely and retained for a **maximum of 30 days**, unless required for investigations or legal matters.

7. Access and Disclosure

Access to CCTV footage is restricted to authorized personnel. Disclosure to third parties (e.g., law enforcement) requires documented approval.

8. Monitoring and Review

This policy is reviewed annually. Misuse of CCTV data will result in disciplinary action.

9. Breaches and Complaints

Breaches of this policy must be reported immediately. Complaints will be handled promptly according to The Lawrence Cloisters Trust's complaint procedures.