

THE STUDENTS QUARTER.

Company Name: The Students Quarter Ltd

CCTV Policy

Effective Date: 20-03-2025

Review Date: 20-03-2026

1. Purpose

The Students Quarter Ltd operates CCTV systems to ensure the safety and security of employees, visitors, and company assets. This policy outlines how CCTV footage is collected, stored, and accessed, ensuring compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Scope

This policy applies to all employees, contractors, and visitors within The Students Quarter Ltd's premises where CCTV is in operation.

3. CCTV Usage

CCTV is used for the following purposes:

- Preventing and detecting crime.
- Protecting employees, visitors, and company property.
- Ensuring compliance with health and safety regulations.
- Investigating security incidents.

CCTV **will not** be used for employee monitoring without a legitimate reason and prior consultation, except where required by law.

4. Camera Locations

CCTV cameras are installed in key areas, including entrances, exits, parking areas, and other necessary locations. Cameras are not placed in areas where there is an expectation of privacy, such as restrooms or break rooms.

5. Notification & Signage

Clear and visible signs are placed at entry points and monitored areas to inform individuals that CCTV is in operation.

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6. Access & Data Protection

- CCTV footage is stored securely and retained for 30 days unless required for legal or investigative purposes.
- Access to CCTV footage is restricted to authorised personnel only, such as security staff and designated managers.
- Staff may request access to footage containing their personal data by submitting a Subject Access Request (SAR) to emily@thestudentsquarter.co.uk.
- Requests will be processed within **one month**, in accordance with UK GDPR.
- Footage may be shared with law enforcement agencies if required for investigations.

7. Third-Party Access

- CCTV data will not be shared with third parties unless legally required.
- External security service providers handling CCTV must comply with **UK GDPR** and The Students Quarter Ltd's data protection policies.

8. Misuse & Disciplinary Action

Unauthorised access, misuse, or tampering with CCTV footage is a serious disciplinary offense and may lead to legal action.

9. Policy Review

This policy is reviewed annually or as required to ensure compliance with relevant laws and regulations.

Policy Owner: Emily White/ Operations

Contact: Emily White via emily@thestudentsquarter.co.uk