

CCTV Policy

ICO Reference for R Caushllari- ZB 979716. (Fee paid yearly and on a

rolling direct debit since august 2023)

Owners of 123 lee road , se3 9ds

Rad Caushllari ,

68 sandstone road , se12 0uu

07931171553

radcaushllari@gmail.com

18/06/2025

Introduction

Us as owners of The Premises , as 123 Lee road, Se3 9ds ,uses closed circuit television (CCTV) recording of images and audio to provide a safe and secure environment for the occupiers, employees and visitors and clients to our business premises, following strict health and safety ,to protect out property , and to prevent crime, detect and prosecute offenders This policy sets out the details of how we will collect, use and store CCTV recordings For more information on your privacy rights associated with the processing of your personal data collected through CCTV images please refer to the privacy notice and data protection policy.

Purposes of CCTV

We have carried out a data protection impact assessment and on the basis of its findings it considers it necessary and proportionate to install and use a CCTV video and audio recording. The data collected from the system will assist in:

- Prevention or detection of crime or equivalent malpractice.
- Identification and prosecution of offenders.
- Monitoring of the security of the business premises.
- Ensuring that health and safety rules and Company procedures are being complied with.
- Identification of unauthorised actions or unsafe working practices that might result in disciplinary proceedings being instituted against employees and to assist in providing relevant evidence.

Assisting police with any matters arising, as in April 2024 events on this shop, as advised then

Location of cameras

Cameras are located at strategic points throughout the business premises, principally at the entrance and exit points, and downstairs on hallway. We have positioned the cameras so that they cover whole areas of the premises, apart from those listed below, and they have been sited so that they provide clear images. No camera focuses, or will focus, on toilets, shower facilities, changing rooms, or beauty treatment rooms

All cameras are also 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. Only necessary footage is captured, and images are up to date.

Recording and retention of images

Images produced by the CCTV equipment are intended to be as clear as possible so that they are effective for the purposes set out above. Maintenance checks of the equipment are undertaken on a regular basis every 3 months, to ensure it is working

properly and that the media is producing high quality images, its effectiveness , compliance and updates

Images may be recorded either in constant real-time (24 hours a day throughout the year), or only at certain times, as the needs of the business dictate.

As the recording system records digital images, any CCTV images that are held on the hard drive of a PC or server are deleted and overwritten on a recycling basis of 30 days maximum,, and, in any event, once the hard drive has reached the end of its use, it will be erased prior to disposal.

Images that are stored on, or transferred on to, removable media , if asked by police , or if a request is made ,such as CDs or which are stored digitally are erased or destroyed once the purpose of the recording is no longer relevant. In normal circumstances, this will be a period of 30 days]. However, where a law enforcement agency is investigating a crime, images may need to be retained for a longer period. Only necessary images are captured .

Access to and disclosure of images

Access to, and disclosure of, images recorded on CCTV is restricted. This ensures that the rights of individuals are retained. Images can only be disclosed in accordance with the purposes for which they were originally collected.

The images that are filmed are recorded centrally and held in a secure location.

Access to recorded images is restricted to the sole operator for this property .

Viewing of recorded images will take place in a restricted area to which other employees will not have access when viewing is occurring. If media on which images are recorded are removed for viewing purposes, this will be documented.

Disclosure of images to other third parties will only be made in accordance with the purposes for which the system is used and will be limited to:

- The police and other law enforcement agencies, where the images recorded could assist in the prevention or detection of a crime or the identification and prosecution of an offender or the identification of a victim or witness.
- Prosecution agencies, such as the Crown Prosecution Service.
- Relevant legal representatives.

· Individuals whose images have been recorded and retained (unless disclosure would prejudice the prevention or detection of crime or the apprehension or prosecution of offenders).

Rad Caushllari , the only person who is permitted to authorise disclosure of images to external third parties such as law enforcement agencies.

All requests for disclosure and access to images will be documented, including the date of the disclosure, to whom the images have been provided and the reasons why they are required. If disclosure is denied, the reason will be recorded.

Individuals' access rights

Under the UK's data protection laws, including the General Data Protection Regulation (GDPR), individuals have the right on request to receive a copy of the personal data that the Company holds about them, including CCTV images if they are recognisable from the image.

If you wish to access any CCTV images relating to you, you must make a written request to rad Caushllari. This can be done by using this email address radcaushllari@gmail.com We will not make a charge for such a request, but we may charge a reasonable fee, if you make a request which is manifestly unfounded or excessive at £60.00 or is repetitive.at £240.00 Your request must include the date and approximate time when the images were recorded and the location of the particular CCTV camera, so that the images can be easily located and your identity can be established as the person in the images. Requested person must supply usb stick, their full name , surname , proof of id, and address .

We will usually respond promptly and in any case within one month of receiving a request. However, where a request is complex or numerous ,we may extend the one month to respond by a further two months.

We will always check the identity of the employee or other individual making the request before processing it, and keep a copy of their id and contact number / address

The Data Protection officer, Rad Caushllari will always determine whether disclosure of your images will reveal third party information, as you have no right to access CCTV images relating to other people. In this case, the images of third parties may need to be obscured if it would otherwise involve an unfair intrusion into their privacy.

If data protection officer is unable to comply with your request because access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders, you will be advised accordingly.

Staff training

We will ensure that all employees handling CCTV images or recordings are trained in the operation and administration of the CCTV system and on the impact of the laws regulating data protection and privacy with regard to that system.

Implementation

Data Protection Officer Rad Caushllari is responsible for the implementation of and compliance with this policy and the operation of the CCTV system and they will conduct a regular review every 3 months ,of the use and processing of CCTV images and ensure that at all times it remains compliant with the laws regulating data protection and privacy. Any complaints or enquiries about the operation of the CCTV system should be addressed to rad Caushllari

Data Protection

We 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 Data Protection Officer rad Caushllari in accordance with our data protection policy. Reported data breaches will be investigated and reported , and improvements to be made instantly to comply

This policy acknowledges Article 8 of Human Rights Act 1998 , which protects privacy rights , and and its relevant to cctv use

=====

Privacy policy

Your Privacy Matters to Us

We are committed to protecting your personal data. This notice explains how we collect, use, and protect your information when you visit our premises, 123 Lee Road, SE3 9DS.

Who We Are

Rad Caushllari, owner and landlord of 123 Lee Road, SE3 9DS
07931171553 / radcaushllari@gmail.com

What Information We Collect

We may collect the following personal data: CCTV footage inside of the premises, excluding in the toilet and treatment room (on the lower ground floor).

Please note our CCTV cameras capture both video and audio recordings. Audio recording is used only where strictly necessary and justified, such as in response to police advice following an incident.

Signage is displayed to ensure individuals are aware of this recording.

For more information on our

CCTV system, please refer to our CCTV Policy available on-site or upon request.

Why We Collect Your Data

We use CCTV cameras to monitor and protect the safety of individuals on the premises, and to deter, detect, and investigate criminal activity.

Legal Basis for Processing and Your Rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal

information. There is a list of possible lawful bases in the UK GDPR and you can find out more about

lawful bases on the ICO's website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief

below. You can find out more about your data protection rights and the exemptions which may

apply on the ICO's website:

- Your right of access - You have the right to ask us for copies of your personal information.

There are some exemptions which means you may not receive all the information you ask

for.

- Your right to rectification - You have the right to ask us to correct or delete personal

information you think is inaccurate or incomplete.

- Your right to erasure - You have the right to ask us to delete your personal information.

- Your right to restriction of processing - You have the right to ask us to limit how we can use

your personal information.

- Your right to object to processing - You have the right to object to the processing of your

personal data.

- Your right to data portability - You have the right to ask that we transfer the personal

information you gave us to another organisation, or to you.

If you make a request, we must respond to you without undue delay and in any event within one month. To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

We process your data under the legal basis of Legitimate Interests. We are collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All your data protection rights may apply, except the right to portability. Our legitimate interests are for crime deterrence, detection and investigation, and the health and safety of individuals attending the premises.

How We Store and Protect Your Data

Your data is stored securely, and our CCTV system automatically deletes footage every 30 days; any footage retained longer than this is only kept for as long as necessary. We implement appropriate technical and organisational measures to safeguard your information.

Who We May Share Your Data With

We do not share your personal data with any other individual or organisation, however we may share CCTV footage with the police and/or our legal representatives if required for the investigation of criminal activity.

Contact Us

If you have any questions about this notice or your data, please contact us using the contact details above.

How to Complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice. If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office

Wycliffe House, Water Lane

Wilmslow, Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Changes to This Notice

We may update this Privacy Notice

o