

<b>SOP No:</b>		<b>CCTV001</b>
<b>Subject</b>	CCTV Systems Procedure	
<b>Site Applied</b>	ALL SITES	
<b>Issue/Review dates</b>	August 2017	
<b>Author/Reviewed by</b>	Lynne Taylor	
<b>Approved by</b>	Fiona Docherty	
<b>Risk Assessment</b>	Low - medium	
<b>Overall Risk Factor</b>	Low-Medium	

## PROCEDURE

1. All staff responsible for monitoring, reviewing or downloading of CCTV data images will ensure that they adhere to the James Andrew Residential CCTV Policy CCTV100
2. All staff that are not responsible for monitoring or reviewing CCTV but require access to its location will sign in the System & Control room register CCTV003 every time they require access– by doing so they are bound by the disclaimer. This includes all engineers, housekeeping and visitors, including staff from other sites and / or head office.
3. All engineers working on the CCTV system will complete the Maintenance register document CCTV004.
4. The DVR & Camera Log will be updated by the responsible person for the site, they will be keep the document up-to-date.
5. All signage will be checked as being in order and will be located at key entrance points to the development, the signage will explain the reason for the system & show contact details for the system management.
6. The Data Controller will be based at Fairchild House Redbourne Avenue London N3 2BP. All Communications need to be addressed “ FAO Procedures & Compliance James Andrew Residential Limited”
7. All person(s) requesting CCTV to be reviewed must complete a Data Subject Request Form CCTV005. A fee of £10.00 is chargeable for administration of the request and this should be sent with the completed form. Only the Data Controller can release CCTV footage managed by JAR
8. Police Officers should be asked to complete a Police Data Request form (there is no fee for this type of administration)

## CRITICAL POINTS:

- JAR CCTV Policy requires all sites to follow the process for CCTV monitoring, reviewing and downloading of CCTV data images. All staff are reminded that breaches in regards to the policy could also breach the Data Protection Act of which the company abides
- Each site will have a CCTV site folder containing laminated copies of each of the documents to allow continuous photocopies and permanent site copies.
- The identity of the Data Controller should not be disclosed to any party.
- The £10.00 fee does not guarantee that footage will be released. However when Staff are made aware of a request for footage they should commence downloading to avoid overwriting and data loss. However footage should not be released until approved by the data controller.

## CCTV Download Request (CCTV002 Flowchart)

