

## Response to RFI

<b>RFI No:</b>	<b>WLS 002</b>
----------------	----------------

<b>Project Name:</b>	<b>Mount Pleasant Building A</b>	<b>Project Ref:</b>	<b>LD121</b>
----------------------	----------------------------------	---------------------	--------------

**Information Required From:**

<b>Company:</b>	<b>Cilantro MEP</b>	<b>FAO:</b>	<b>Keith Burke</b>
-----------------	---------------------	-------------	--------------------

**Copy To:**

<b>Company:</b>	<b>Cilantro MEP</b>	<b>FAO:</b>	<b>Jithin Thomas</b>
<b>Company:</b>	<b>WLS</b>	<b>FAO:</b>	<b>Lee Dowling</b>

**QUERY**

How does the CCTV work on site

**Response**

**Recording**

The CCTV will be recorded on a branded Network Video Recorder within the A3 Communications room within a secure rack. There will be no screen at the recorder location to ensure unauthorised people cannot view the CCTV. The recorder will store the footage for a period of 31days and overwrite in a first recorded first overwritten format. The recorder will be password protected to ensure if anyone does connect a screen it cannot be tampered with.

**Viewing**

The landlord can view the CCTV using the concierge PC provided within the contract. The building manager will have a network port provided to allow a second PC to be installed within their office if required to control the CCTV and Access control. By using the CCTV OEM software, the landlord will be able to produce footage onto recorded medium such as a USB stick on request by specific authorities. To keep GDPR rules, the PC will require to be password protected and screens locked when the concierge is away from their desks. Also, the screens will face away from the general public with no sight from outside of the building.

**Residents**

The residents will have no access to the CCTV due to GDPR rules. In the event of an incident, it is recommended for the concierge to ask for a written request to view footage and make it clear the footage is only recoverable for a period of 31days from event. Should the incident be found on the CCTV, the landlord can choose what to do with it such as make a local copy on the PC, provide a USB stick with evidence to the resident or provide the footage to an authority. A resident can request any footage they are on or for any camera overlooking their property with a small admin charge being presented by the landlord to cover costs under GDPR and must be provided within 1 calendar month.

**Registration**

It is required for the landlord to register the CCTV system with the ICO under Data Protection Law. It is also required for signage to be provided to advise people they are being recorded by CCTV, who is managing the system and why it is installed eg security and ASB. WLS will provide a number of basic white signs as part of the contract with any special signs to be provided by the client.

**Camera Position Ideology**

The camera types and positions have been chosen to meet specific requirements as mentioned within the client specifications. We are aiming to give internal and external coverage to each block entrance, general cover of the courtyard with attention paid to minimize looking on private terraces, general car park viewing and general viewing of communal ancillary areas such as gym and cinema. We are also covering bin stores and cycle stores as requested.

The system utilises a blanking option to allow us to "blackout" areas of personal space to not infringe on people's privacy.

<b>For and on behalf of:</b>	WLS Ltd	<b>For and on behalf of:</b>	
<b>Request By:</b>	James Cox	<b>Return To:</b>	
<b>Request Date:</b>	13/08/2020	<b>Returned By (Name):</b>	
<b>Response Req'd By:</b>	27/08/2020	<b>Return Date:</b>	

<b>Signed:</b>	<i>James Cox</i>	<b>Signed:</b>	
----------------	------------------	----------------	--