This policy has been developed to raise awareness of why the Company has taken the decision to install audio/visual CCTV within the premises and around the inside of our boundary fence – there are no outward facing cameras that would intrude on public areas and there are no cameras in areas where we are duty bound not to invade the privacy of our employees and visitors to MTC.

The cameras have been strategically installed by a professional installer (Feelsafe Solutions Limited), who is the System Administrator; as such he also has the authority to access retained information (audio and visual).

I have taken the role of System Operator. In drawing up this policy MTC has voluntarily opted to apply the 12 principles of the Surveillance Camera Code of Practice to ensure we have applied best practice, and I can assure you that there are no cameras are installed in any welfare facilities (toilets, changing rooms, kitchens, or canteens), as this would be an invasion of your privacy. However, to demonstrate transparency of retained information it is declared that in all areas except welfare facilities, conversations could be heard on retained recording (retained for 60 days).

Reason for installation and use of the CCTV:

* To protect our employees and visitors we will continue to review any complaint of verbal or physical abuse; in doing so MTC reserves the right to refer to retained CCTV footage
* Protect against damage to premises, or vehicles stored on the premises
* Protect against theft of personal belongings and company property
* We have considered its effect on individuals and their privacy, hence the reason for no CCTV within welfare facilities and the declaration that retained CCTV footage has audio facility (conversations in areas where CCTV is installed can be heard)
* All Directors will continue to deal with incidents of verbal or physical abuse etc and where necessary access retained CCTV footage (in the absence of all Directors, Stephen Stewart can likewise access retained CCTV footage)
* As an employee you have the right to see what images of you have been stored, where there is justified reason to do so
* As the System Operator, I am the authority to permit retained CCTV footage to be retrieved and reviewed
* When CCTV retained footage is accessed, a record will be kept of; justification for recovery, what was reviewed and by whom, date and time. Should the request for recovery of information be made by a law enforcer, the request must still be entered onto the record of CCTV recoveries, (recording to include name, rank, and number of the enforcement officer), in my absence of Directors Stephen Stewart will have the authority to assume my role in relation to this Policy
* Secured access to the system is by login, password, and PIN number.
* Operational, technical, and competency standards, relevant to the system and its purpose will be periodically reviewed
* Effectiveness of the CCTV system, retained footage and recovery thereof, complaints regarding the use of CCTV footage will be reviewed during management system review meetings

The images retrieved from stored footage will only be used in the event of legitimate request; complaints, alleged incident of damage or theft, or other justified reason to access and/or use that which is retained on the CCTV system.

In accordance with the Data Protection Act 2018 , MTC Northwest is registered with the ICO (Information Commissioners Office)

Stephen Gray

Managing Director