



CCTV POLICY

CCTV is in operation at our premises at Rowan House, Mountenoy Road, Rotherham.

You may be recorded whilst on our premises.

The reason for CCTV monitoring is for crime prevention, detection and security only.

The cameras are situated as follows;

One camera is situated internally on the main staircase looking into the reception area.

Eight cameras are situated on the outside of the building to the front and the rear to give a full view of the car parking areas.

Authorised personnel only can access the images that are live and being recorded.

Anyone can ask to see images that have been recorded of them and we will provide these within 1 calendar month. There will be an admin charge for this.

All information recorded is secure and is held for 21 days.

Voice recordings will not be used.

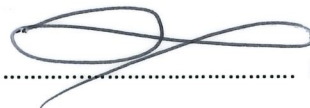
Remote monitoring of the CCTV is carried out and will be reviewed on external alarm activation.

Staff remote live viewing will only be used with the agreement of a director and only for security purposes.

If you require any further information please contact Tim Himsworth on 01709 374073 or email tim.himsworth@lillekerbros.com


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Managing Director


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Finance Director

Date 23/05/23

Date 23/5/23