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## **CCTV Policy**

### **1. Introduction**

This policy supports efficient operations and management of CCTV systems at The Seafront Inn and complies with ICO Surveillance Camera Code of Practice and the Data Protection Act 2018.

### **1. Lawful Processing**

The Seafront Inn uses CCTV and recording equipment to ensure the safety and security of guests and employees. This use is governed by the Data Protection Act 2018. We have reviewed privacy concerns and determined that surveillance is necessary and proportionate for our business needs.

### **2. Objectives**

The system comprises of fixed and roaming cameras located externally and internally for the purposes of capturing images.

- Protecting the companies' buildings and assets
- Increasing the safety and security of our guests and employees
- To act as a visual deterrent
- Support the police in a bid to deter and detect crime
- For the protection of our guests and employees.
- Fire and arson detection

### **3. Roles and responsibilities**

The Owner is the Data Protection Officer (DPO) and will be responsible for monitoring compliance with these procedures.

All employees with access to CCTV images will be made aware of these procedures prior to access being granted to CCTV systems, all operators have also received training in data protection responsibilities, they have been made aware of:

- How to handle information securely
- How to make a subject access request and where those requests should be submitted
- to.
- What to do if they receive a request for information from an official authority like the police.

Cameras are deployed to monitor activities in public and staff only areas, primarily to ensure the safety and wellbeing of our guests and staff. There is no CCTV in guest rooms.

CCTV monitoring for security purposes will be conducted ethically, professionally, and in compliance with all applicable policies, including the data protection policy. Any materials or information obtained from CCTV footage will not be used for commercial advantage. Data will only be released for the investigation of a specific crime and solely with the written authorisation of the Police.

Warning signs, as mandated by the ICO Code of Practice have been installed.

Information acquired through the CCTV system may only be disclosed with authorisation from the Owner. Subject access requests should be directed to [enquiry@thehutwales.com](mailto:enquiry@thehutwales.com).

#### **4. Operation**

The CCTV system will be in operation 24 hours a day, 7 days a week.

#### **5. CCTV Control / Monitors**

Viewing of live images on monitors is restricted to authorised staff where it is necessary for them to see it e.g. to monitor public areas for security and health and safety purposes. Viewing of live images where there is an expectation of privacy is not authorised at any time. Recorded images are reviewed in a restricted area and not shown or disclosed to unauthorised persons.

Access is provided to authorised staff based on the level of access to the system they require and to the parts of the system needed to perform their job role.

When playback equipment is not in use, the system should be logged out and computer locked to prevent unauthorised access. It is not acceptable to share log-on credentials with anyone else.

#### **6. Citing of cameras**

Cameras are in place in public areas and internal spaces such as offices, which do not intrude on a person's reasonable right to privacy. Cameras in place to record external areas are positioned in such a way as to prevent or minimise recording of passers-by or of another person's private property.

CCTV video monitoring and recording of public areas may include the following:

- Protection of buildings and property - the building perimeter, entrances and exits.
- Employee-only areas
- Monitor and recording of all public areas including bedroom floors.
- Fire and arson detection

The following points were considered when the CCTV cameras were installed:

- Camera locations were chosen carefully to minimise viewing spaces that are not of relevance to the purposes for which we are using CCTV.
- The cameras have been sited to ensure that they can produce images of the right quality, considering their technical capabilities and the environment in which they are placed.
- Cameras are suitable for the location, bearing in mind the light levels and the size of the area to be viewed by each camera.
- Cameras are sited so that they are secure and protected from vandalism.
- The system will produce images of sufficient size, resolution and frames per second.

#### **7. Notification – Signage**

The Seafront Inn required to notify individuals when they are in an area where a surveillance system is in operation.

Clear and prominent signs are particularly important where the surveillance systems are very discreet, or in locations where people might not expect to be under surveillance.

As a general rule, signs should be more prominent and frequent in areas where people are less likely to expect that they will be monitored by a surveillance system.

Adequate signage will be placed in each hotel to indicate CCTV is in operation. Signs will be clearly visible and readable and be of an appropriate size (as shown to the right).

#### **8. Storage and Retention of Recorded Images**

Recorded images are stored automatically for 30 days and then automatically deleted.

#### **9. Accessing CCTV footage**

An official request must be made to access CCTV footage. This includes law enforcement and guests.

The Data Protection Officer has the final authority to approve the release of CCTV footage.

#### **10. Monitoring and Review**

The CCTV Policy will be reviewed every two years or if changes in legislation or guidance necessitate a review.