

TOONS CARPET & FURNITURE CENTRE LTD

CCTV POLICY

[1] Introduction

Following several break ins and acts of vandalism Toons Carpet & Furniture Centre have installed a CCTV system that can view and record activity in certain exterior areas of the property.

The system will only be used for the monitoring of deliberate criminal activity, not for the monitoring of staff or **accidental** damage to property.

Signs are placed around the building to inform visitors that CCTV is in operation.

A Data Protection Impact Assessment has been undertaken and the system complies with general data protection regulations.

[2] Objectives

The objective of the CCTV system is to obtain evidence should any criminal activity take place.

[3] Operation of CCTV System

The CCTV system is operated by Toons Carpet & Furniture Centre Ltd, and access to the system will be secure and limited to relevant members of staff.

[4] Recording and Retention

Images will be kept for a maximum of 14 days.

Images can be downloaded if required for longer retention to satisfy GDPR subject access requests and requests from the Police.

[5] Complaints

Any complaints about this system should be sent to data@toonsfurnishers.co.uk or in writing to the MD at Toons Castle Gresley.

[6] Subject Access Requests

Requests by individuals for images relating to themselves should be requested by emailing data@toonsfurnishers.co.uk or writing to Toons Carpet & Furniture Centre, Burton Road, Castle Gresley, DE11 9HQ.

A "Subject Access Request Form" will then be sent for completion.

We will respond to any request within 30 calendar days from receipt.

Identification of the person requesting the Subject Access Request will be required.

People requesting data should understand we are only able to provide images of themselves, and if any other individual is identified in the images they cannot be released.