

Haymarket Consortium

cctv Policy

Version Number

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1. Purpose

The Haymarket recognises,

The Haymarket theatre is fully committed to the safety of its staff, students and visitors and to this extent has invested in the security of its buildings and facilities. The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at the Haymarket building/s.

Common CCTV systems are based around digital technology and therefore need to be treated as information that will be processed under the Data Protection Act 1998. The person ultimately responsible is the Data controller

The system comprises a number of fixed and dome cameras located both internally and externally around the Haymarket site. All cameras may be monitored and are only available for use by approved members of staff.

The CCTV system is owned by the Haymarket theatre and will be subject to review on a bi-annual basis.

1. Statement of intent

The Haymarket recognises its responsibility to ensure that all audiences, artists, employees and volunteers are treated with dignity and respect and that equality, diversity and inclusion are promoted throughout the organisation.

The Haymarket respects and values the social and cultural diversity of its audiences, artists, employees and volunteers and is committed to promoting equality in all areas of its operation.

In addition to meeting its legal and funding obligations, The Haymarket aims to:
Fully integrate CCTV Policy into the practices, procedures, operations and culture of the organisation

Ensure that this vision is promoted at every opportunity

Our CCTV Policy is endorsed by:
Directors, Employees, Volunteers and Students

2. Principles, Policy and Legislative Obligations

1. To protect the Haymarket building/s and its assets to ensure they are kept free from intrusion, vandalism, damage or disruption.
2. To increase the personal safety of staff and students and reduce the fear of physical abuse, intimidation and crime.
3. To support the police in a bid to deter and detect crime.
4. To assist in identifying, apprehending and prosecuting offenders on the Academy site.
5. To protect members of the public and private property.
6. To assist in the usage and management of the Haymarket theatre building/s on a day to day basis.
7. The CCTV system will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act 1998 and the Commissioner's Code of Practice.
8. The Haymarket will comply with the Data Protection Act 1998, whether it be information, recordings and downloads which relate to the CCTV system.
9. Cameras will be used to monitor activities within the building/s, the car parks and other areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well being of the occupants within the Haymarket, together with its visitors.
10. Staff have been instructed to ensure that static cameras will not focus on private homes, gardens and other areas of private property.
11. Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation from the Directors. Or in bar areas the DPS.
12. Materials or knowledge secured as a result of CCTV system will not be used for any commercial purpose. Downloads will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Downloads will never be released to the media for purposes of entertainment.
13. The planning and design of the existing CCTV system has endeavored to ensure that the CCTV system will give maximum effectiveness and efficiency but it is

not possible to guarantee that the CCTV system will cover or detect every single incident taking place in the areas of coverage.

14. Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the CCTV.

15. The duty Manager will check and confirm the efficiency of the system on a daily basis and in particular that the equipment is properly re-cording and that cameras are functional.

16. Access to the CCTV will be strictly limited to the members of staff approved by the directors of the Haymarket.

17. Unless an immediate response to events is required, staff must not direct cameras at an individual or a specific group of individuals.

18. The CCTV system may generate a certain amount of concern from members of the public. Any concern expressed by a member of the public should be referred to the duty manager. If permission is granted the directors of the Haymarket, the member of the public must be accompanied throughout the visit by a member of staff.

19. Any site visit by a member of the public may be immediately curtailed if the operational requirements of the CCTV System make this a necessity.

Other administrative functions will include maintaining hard disc space, filing and maintaining occurrence and system maintenance logs by the Duty manager.

20. In the event of an emergency which requires an immediate contact with an emergency service to be contacted by a member of staff. The emergency procedures identified in the Health and Safety Policy will be adhered too.

2.2 Procedures

1. Monitoring procedures Camera surveillance may be maintained at all times for monitoring purposes. Out of hours the system will connect to an external Remote Video Receiving Centre (RVRC) in the event of a security alarm activation. Page 4 of 7

2. Video Download Procedures

1. Recordings may be viewed by the police and authorized personnel from the Haymarket for the prevention and detection of crime. Permission to do this will be given from the directors.

2. A record will be maintained of the release of downloads to the police or other authorised applicants. A register will be available for this purpose and will be kept by the directors.

3. Viewing of downloads by the police must be recorded in writing and in the register. Requests by the police can only be actioned under section 29 of the Data Protection Act 1998.

4. Should a download be required as evidence, a copy may be released to the police under the procedures described in the above paragraphs of this Policy. Downloads will only be released to the police on the clear understanding that the disc/images remains the property of the Haymarket, and both the disc and information contained on it are to be treated in accordance with this Policy. The Haymarket also retains the right to refuse permission for the police to pass to any other person the disc or any part of the information contained there on.

Applications received from outside bodies (e.g. solicitors) to view or release downloads will be referred to the Executive Principal. In these circumstances downloads will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee of £10.00 can be charged in such circumstances

2.3 Assessment of the Scheme and CCTV Usage Policy

The policy will be reviewed on a bi-annual basis and assessed in the event of a major incident.

Performance monitoring, including random operating checks, may be carried out by the approved persons.

21. 11. Complaints

22. Any complaints about the Haymarket CCTV system should be addressed to the duty manager and or Directors

3 Acts that CCTV policy reflects

3.1 Data protection act 1998

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

2 Requests for Data Subject Access should be made in writing to the Associate Principal.

23. Copies of this Policy will be available to the public, by making a request to the Executive Principal. A copy of this Policy will be located on the Gateway for information purposes to members of staff.

24. System Maintenance and Monitoring

25. The system will be maintained in accordance with the Data Protection Act 1998.

26. The system will only be maintained and monitored by companies which carry the relevant accreditation from the Security Systems and Alarm Inspection Body (SSAIB) or National Security Inspection (NSI).

27. It will be the responsibility of ICT Manager to liaise with the maintaining company for the reporting of faults on the system, any changes to the site which may affect the operation of the system.

It will be the responsibility of ICT Manager to arrange regular system reviews with the maintaining company.

3. The CCTV policy is based on

The Haymarket is committed to comply with all provisions under relevant act as per the data protection policy.

4. Definition of General Terms

4.1 The Haymarket

The use of this term refers to any company associated, owned or co-owned by the Haymarket Consortium Ltd

4.2 The Organisation

As per 4.1 above

4.3 Building/s

The use of this term refers to any Building leased, owned or Co-owned by the Haymarket Consortium Ltd or site where those Companies are contract-ed to work.

4.4 Place of work

As per 4.3

4.5 Director

The use of this term refers to any Director whether executive or non-executive of any company associated, owned or co-owned by the Hay-market Consortium Ltd – the management structures will be displayed both on the Company Intranet and on the Company display board located by the stage door.

4.6 Manager

The use of this term refers to any Manager of any company associated, owned or co-owned by the Haymarket Consortium Ltd – the management structures will be displayed both on the Company Intranet and on the Company display board, located by the stage door.

4.7 Line Manager

The use of this term refers to the Manager directly responsible for a specific Employee/Volunteer.

4.8 Employee

The use of this term refers to any paid operative of any company associat-ed, owned or co-owned by the Haymarket Consortium Ltd including any in-terns (paid).

4.9 Volunteer

The use of this term refers to any unpaid operative of any company associ-ated, owned or co-owned by the Haymarket Consortium Ltd including those on work experience (unpaid).

4.10 Student

The use of this term refers to any person receiving tuiton/studying with any company associated, owned or co-owned by the Haymarket Consortium Ltd.

4.11 Member of Staff

The use of this term refers to any Employee or Volunteer as defined above.

5. Definition of Terms Specific to CCTV Policy

5.1 Recording

The use of this term refers to the digital capturing of images

5.2 Viewing

The use of this term refers to the physical playback of the material stored on the hard drive

6. Responsibilities

The Haymarket will ensure its CCTV Policy is implemented at all levels. Overall responsibility for the policy and its effective implementation resides with the Board of Directors. However, the responsibility for the day to day operation of the policy rests with all members of staff.

6.1 Managers Responsibility

Managers are responsible for ensuring they have understood the need to fol-low and adhere to The Haymarket's CCTV Policy.

The Haymarket will provide training and guidance to managers and other relevant decision makers to ensure that they understand their position both in law and under The Haymarket's policy.

6.2 Employee / Volunteer Responsibility

While The Haymarket is responsible for the adoption, implementation and monitoring of related policies; all employees and volunteers hold the re-sponsibility of ensuring they understand the CCTV policy and breaches do not occur. It is the obligation of all employees to comply with the CCTV Policy. If an employee witnesses conduct which breaches the CCTV Policy it is their re-sponsibility to report this to their Line Manager.

7. Reviewing the Policy

The Haymarket will continually review this policy to ensure it complies to current legislation. The policy will be reviewed on a bi annual basis.

8. Implications of the Policy

The Haymarket will seek to ensure individuals, training providers, firms and institutions, acting on behalf of or as agents of The Haymarket, do not practice unlawful and unfair acts that will be in contravention to the CCTV policy.

10. CCTV Policy Action Plan

We are committed to monitoring our CCTV impact to as great an extent as possible.

