

**CCTV POLICY**

### CCTV - Premises of Unit 8b, 9b 18, Duck Farm Court, Station Way, Aylesbury, Bucks, HP20 2SQ.

There are six cameras located in the three units rented by Pole Attack Ltd, Pole Attack Workshops Ltd and Pole Attack Kids Ltd at Duck Farm Court. Each camera has a sign, highlighting “CCTV”. Images can be taken from the recordings. The recordings are kept for no longer than 30 days. The recordings are there to protect any subcontractors that work for Pole Attack Ltd, Pole Attack Workshops Ltd, Pole Attack Kids Ltd and any students who attend our classes.

It allows us to monitor daily health and safety and risk assessments in all our classes untaken under our premises. The data protection officer and directors are the only people who have access to these images and recording. GDPR states ‘Any person whose image is recorded on a CCTV system has a right to seek and be supplied with a copy of their own personal data from the footage.’ You have the right to request footage of yourself or your children. These can be requested at £10 per image or video. Please contact the data protection officer of Pole Attack Ltd

### In the case of a complaint made against Pole Attack Ltd, Pole Attack Workshops Ltd, Pole Attack Kids, a subcontractor, student or member of the public, any legal action or accidents that have happened, we will send the images and videos to the appropriate companies such as insurance companies or the police. These recordings will not be allowed to be viewed by anyone except the police, legal team and data protection officer.

Under the Data Protection (Charges and Information) Regulations 2018, individuals and organisations that process personal data need to pay a data protection fee to the Information Commissioners Office (ICO)

**Helen Walker - Data Protection Officer**

This policy was last reviewed on: 05/04/23

Pole Attack Ltd Pole Attack Workshops Ltd

Miss Helen Walker Ms Diana Walker

Director Director

Pole Attack Kids Ltd

Mel Walker

Director