

Use of CCTV Policy

Pro Language Ltd, McLintocks, S70 2NZ
Company Number: 11455383

Issued	December 2023
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Introduction

This policy sets out our approach to the use of CCTV in the workplace and how it affects you.

CCTV cameras are located and in use throughout our premises.

Using CCTV is necessary for our legitimate interests. Cameras are installed for the purpose of detecting and preventing crime and to ensure the safety of staff, and visitors; specifically monitoring the whereabouts and safety of lone workers.

The data controller is Pro Language Ltd

This policy does not form part of your contract of employment, and we reserve the right to amend it at any time.

Purpose of CCTV

We will not use CCTV for monitoring your work or finding out whether or not you are complying with our policies and procedures.

CCTV has been installed after we decided following an impact assessment that it is a necessary and proportionate way of dealing with a problem.

We will ensure that all cameras are set up in a way that ensures that there is minimal intrusion of your privacy, and that any intrusion is fully justified.

In areas of surveillance, signs will be displayed prominently to inform staff that CCTV is in use. If you access the relevant areas, your images will be captured on CCTV.

Limits on use of CCTV

CCTV will not be operated in toilets, private offices or changing rooms, unless this is necessary for the investigation of a serious crime or there are circumstances in which there is a serious risk to health and safety or to the operation of our business. CCTV will be used in this way only where it is a proportionate means of achieving the aim in the circumstances.

The CCTV system will be used to observe Pro Language premises in order to identify incidents requiring a response. Any response should be proportionate to the incident being witnessed.

Covert CCTV will only ever be set up for the investigation or detection of crime or serious misconduct. The use of covert CCTV will be justified only in circumstances where the investigator has a reasonable suspicion that the crime or serious misconduct is taking place and where CCTV use is likely to be a proportionate means of securing evidence.

Evidence from CCTV footage

CCTV evidence may be used against staff in disciplinary proceedings only where such evidence tends to show, in the reasonable belief of the employer, that they have been guilty of serious misconduct. The individual will be given a chance to see and respond to the images in these circumstances.

Storage of CCTV footage

Images from CCTV footage will be securely stored, and only authorised personnel will have access to them. However, information would normally be shared only in this way if we have reason to believe that a criminal offence or serious misconduct has occurred. The images will be retained only long enough for an incident to come to light and any investigation to be conducted.

If your images are recorded, you have a right to view them and to be provided with a copy of them. When making such a request you should provide us with a photograph or a description of yourself, together with the relevant time and date of the image, so that you may be easily identifiable.

Send your request to Pro Language via email at info@prolanguage.co.uk. You will be allowed access to such images within one month of the request, although in some cases, particularly where large amounts of data is processed, that time period may be extended to three months.

Review

This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed 2-years after initial approval and thereafter on a triennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

Definitions

Pro Language ("we", "us", "our")

The Employee ("you")