**CCTV Policy**
*Caravan Storage Site*

**1. Purpose of this Policy**
This policy outlines the use of Closed-Circuit Television (CCTV) at our caravan storage site. The purpose of CCTV monitoring is to:

* Enhance the **safety and security** of customers, staff, and visitors
* **Deter and detect criminal activity**
* Protect **property and assets**
* Assist in the investigation of incidents or complaints

**2. Scope**
This policy applies to all individuals who enter the site, including customers, visitors, contractors, and staff. CCTV cameras operate 24 hours a day, 7 days a week, covering key areas across the storage site.

**3. Data Collection and Use**
CCTV cameras record visual footage only. Audio recording is not used. Footage may be used to:

* Investigate security incidents, accidents, or complaints
* Support law enforcement and insurance processes
* Monitor activity in accordance with legitimate site operations

Footage will only be viewed by authorised personnel or shared with third parties (e.g. police or insurers) where legally necessary or justified.

**4. Data Retention**
Recorded footage is stored securely and retained for **a maximum of 31 days**, after which it is automatically overwritten, unless it has been identified as relevant to an ongoing investigation or legal matter.

**5. Data Security and Access**
Access to CCTV footage is restricted to authorised staff only. All recordings are stored on secure systems with appropriate technical and organisational measures in place to protect against unauthorised access, alteration, or deletion.

**6. Legal Basis**
The use of CCTV is carried out in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**, under the lawful basis of **legitimate interests** for site security and safety.

**7. Your Rights**
Individuals captured on CCTV have the right to request access to footage that includes them, subject to verification and legal limitations. Requests should be made in writing to site management and may be subject to a small administrative fee.

**8. Contact Information**
For questions or concerns about CCTV use at the site, or to make a subject access request, please contact:

**Site Management**
Johnsons Caravans