

# CCTV POLICY

This policy sets out our approach to the use of CCTV (closed circuit television) surveillance systems at our hotel premises. We believe that CCTV has a legitimate role to play in helping to maintain a safe and secure environment for all our staff, guests, and visitors. However, we recognise that this may raise concerns about the effect on individuals and their privacy. This policy is intended to address such concerns.

Cameras are normally located in the reception area, main hotel entrance and staff entrance as well as all public areas. They are installed for the primary purpose of detecting and preventing crime. Any images of you captured on CCTV amount to personal data and so our treatment of this personal data and your legal rights in connection with it is dealt with in accordance with the relevant data protection legislation(s). Here, we give you a brief explanation of why we have CCTV at our premises, what we use it for and how we store it.

## 1.1 Purpose of CCTV

CCTV will be installed where we think it is a necessary and proportionate way of dealing with a problem. The company will ensure that all cameras are set up in a way that ensures that there is minimal intrusion of guest privacy, and that any intrusion is fully justified.

We currently use CCTV because we believe that such use is necessary for legitimate business purposes, including:

- (a) to prevent crime and protect buildings and assets from damage, disruption, vandalism and other crime;
- (b) for the personal safety and security of staff, guests, visitors and other members of the public and to act as a deterrent against crime;
- (c) to support law enforcement bodies in the prevention, detection and prosecution of crime;

In areas of surveillance, signs will be displayed prominently to inform guests, visitors and members of the public that CCTV is in use.

## 1.2 Storage of CCTV footage

Access to the CCTV system and stored images is restricted to authorised personnel only for the purposes set out above. Images from CCTV footage will be securely stored and deleted after a 30-day period unless there is a particular reason to hold onto them for longer.

## 1.3 Access Requests

You have the right to request access to CCTV footage of you by sending an email to [privacy@ampersandhotel.com](mailto:privacy@ampersandhotel.com) or in writing to The Ampersand Hotel, 2-10 Harrington Road, SW7 3ER.

All requests will be dealt with in compliance with the GDPR provisions.