

FORTH PORTS LIMITED

CCTV – THIRD PARTIES

1. **POLICY STATEMENT**

This Policy sets out the use and management of CCTV by all Forth Ports Group companies (“we”, “us”, “our”). We use CCTV to provide a safe and secure environment for visitors to our business premises.

We are committed to complying with all our legal obligations under applicable laws which relate to the protection of individuals with regard to the processing of Personal Data including the General Data Protection Regulation and the Data Protection Act 2018 (“Data Protection Laws”).

The Data Protection Laws apply to personal data about individuals from which the individuals can be identified (“Personal Data”) and this would include images of individuals recorded by CCTV cameras in business premises. We are a Data Controller for the purposes of the Data Protection Laws and we have registered our use of CCTV with the Information Commissioner.

2. **REASONS FOR THE USE OF CCTV**

We currently use CCTV at port sites for business purposes, including:

- a) to prevent crime and protect buildings and assets from damage, disruption, vandalism and other crime;
- b) for personal safety and to act as a deterrent against crime;
- c) to support law enforcement bodies in the prevention, detection and prosecution of crime;
- d) to assist with day-to-day management;
- e) to assist with training in relation to health and safety or otherwise to support the health and safety of employees;
- f) to assist in the effective resolution of disputes which arise in the course of disciplinary or grievance proceedings;
- g) to assist in the defence of any civil litigation;
- h) to assist in effective management of the environment or compliance with legislation relating to the environment; and
- i) any other use as may be approved by the Chief Operating Officer.

The use of CCTV systems is lawful because it may be: (i) required to serve the Company’s legitimate interests of security, crime prevention and health and safety; (ii) require to protect individuals’ vital interests as data subjects; and (iii) necessary for compliance with our legal obligations. Further information about how we process your personal data can be found in our Privacy Policy, accessible on our website <https://www.forthports.co.uk>.

3. **MONITORING**

CCTV monitors and records both interior and exterior of buildings and other land throughout the Ports 24 hours a day. We will ensure that signs are prominently and clearly displayed at the entrance to each Port to alert individuals that their image may be recorded. Such signs will contain details of the organisation operating the system and the purpose for using the surveillance system.

In order to ensure that the rights of individuals recorded by the CCTV system are protected, we will ensure that Data gathered from CCTV cameras is stored in a way that maintains its integrity and security.

4. **RETENTION AND ERASURE OF DATA GATHERED BY CCTV**

Data recorded by the CCTV system will be stored on the CCTV system for a limited amount of time, being up to 30 days or as determined by capacity. Data from CCTV cameras will be permanently deleted once there is no reason to retain the recorded information.

At the end of their useful life (or at the end of any periods set out in statute), all downloaded images stored in whatever format will be erased permanently and securely. Any still photographs and hard copy prints will be disposed of as confidential waste.

5. DRONES

Drone images or footage may only be used for legitimate business purposes and should be taken from a high level ensuring that individuals are not identifiable, if an image of an individual is captured, this should be deleted immediately. Use of drones should at all times be compliant with Air Navigation Order 2016.

6. REQUESTS FOR DISCLOSURE

No images from our CCTV cameras will be disclosed to any third party, without express permission being given by the Chief Operating Officer. Data will not normally be released unless satisfactory evidence that it is required for investigation of a crime or a court order has been produced in respect of legal proceedings.

In other appropriate circumstances, we may allow the police or other law enforcement agencies to view or remove CCTV footage where this is required in the detection or prosecution of crime; subject to completion of the correct forms and approvals. In the case of the police, we will require a completed Section 29(3) Form (Request for Disclosure of Personal Data) signed by a person of no lesser rank than an Inspector (or other such form as may replace it from time to time) prior to release of the relevant footage.

We will maintain a record of all disclosures of CCTV footage.

7. SUBJECT ACCESS REQUESTS & COMPLAINTS

Data Subjects may make a request for disclosure of their personal information and this may include CCTV images (a '**Subject Access Request**'). A Subject Access Request is subject to the statutory conditions from time to time in place and should be made, in writing to the Group Counsel and Company Secretary. If any third party has questions or any concerns about our use of CCTV, then they should contact the Group Counsel and Company Secretary:

Pamela Smyth
Group Counsel and Company Secretary
Forth Ports Limited
1 Prince of Wales Dock
EDINBURGH
EH6 7DX