

**Data Protection & CCTV Policy - Issue 2 (05-2019)**

## Data Protection

CR Civil Engineering Ltd recognises and has the utmost respect for everyone's right to privacy; however the processing of personal data is required to meet our legal obligations and to perform the contracts we have entered into with employees, workers, contractors and clients. To ensure the security of personal data and to protect employees, workers and contractors rights to privacy, the Company operates a Data Protection and CCTV Policy and Procedure which also meet requirements under the General Data Protection Regulation (GDPR).

The Company recognises the rights of an individual under the GDPR, and has processes in place to uphold:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object

CR Civil Engineering Ltd strives to be open, honest and transparent with all employees, workers and contractors with relation to the personal data processed. Further information can be found in the Data Protection and CCTV Procedure and the Privacy Notice to Employees.

## CCTV

CR Civil Engineering Ltd operates a CCTV surveillance system at each of its premises. Images are monitored and recorded locally at each location. Footage recorded from the CCTV system containing identifiable images of individuals is considered personal data so covered by the GDPR.

The Company has installed CCTV at its premises for the prevention and investigation of criminal activity and to maintain the safety and security of workers. Any individual who enters premises belonging to the Company will have their image, actions and behaviours recorded on the system.

Access to these recorded images is strictly controlled but the Company may have to share footage when necessary with other agencies such as the Police. Recorded footage is kept for a maximum of two weeks, at which time it will be overwritten with new footage.

For further information, please see the Data Protection and CCTV Procedure or speak to the IT Manager.



David Vyron Carl Roberts  
Managing Director