**CCTV Policy & Procedures**

1. Introduction

The purpose of Stafford Fuels CCTV system is to protect against crime, including theft, to ensure the security of Stafford Fuels staff and property, and the health and safety of our staff and customers.

Stafford Fuels ensures that the use of CCTV is in line with the requirements under applicable data protection law . Staff have a responsibility to adhere to this CCTV policy and failure to do so may result in disciplinary action up to and including dismissal.

Access to the CCTV systems and recorded material is strictly restricted to authorised colleagues, security colleagues and members of the management teams.

1. Cameras

Stafford Fuels operates cameras which are located across our service stations, offices, oil depots, and stores.All areas display signage highlighting the presence of CCTV cameras. These operate on a 24-hour basis, seven days a week.

1. Processing the images

Recorded images and associated information will be retained for a maximum of 30 days from the date of recording. After a period of up to a maximum of 30 days the system will automatically overwrite images. However Stafford Fuels reserves the right to retain images for a longer period where there are objective reasons for doing so. Any CCTV footage that has been retained will be retained securely and will only be retained and /or used for the specific purpose it was retained for. Once it is no longer necessary to retain the footage it will be destroyed by a specified person, appropriate measures must be taken to ensure that the data cannot be reconstructed and processed by third parties. Staff with responsibility for processing CCTV images must only do so in line with established procedures and must ensure the security of the data at all times. Any colleague who uses the CCTV system or CCTV images in an unauthorised manner may be subject to disciplinary action up to and including dismissal. Unauthorised use is any processing incompatible with the data’s original purpose including, but not limited to: disclosure of images containing Personal data to an unauthorised third party, including other colleagues; unauthorised processing of Personal data in the form of copying the images on to a disk, the website or print format; and/or circulation of images containing Personal data by email, phone or posting of images containing Personal data on the internet.

1. Access to and disclosure of images to third parties

Access to and disclosure of images recorded by the CCTV system is carefully monitored. Access to images by third parties will only be allowed in limited and prescribed circumstances permitted by legislation. Such circumstances may include the disclosure of Personal data in order to: prevent injury or damage to property; meet legal requirements; obtain legal advice, or for the purpose of legal proceedings; or meet a request from, or with the consent of, the data subject, or a person acting on his or her behalf.

An Garda Síochána requests for copies of CCTV footage should only be acceded to where a formal written request is provided to Stafford Fuels stating that An Garda Síochána are investigating a criminal matter. In some instances, where An Garda Síochána indicate that the viewing of CCTV footage is deemed urgent, Stafford Fuels may facilitate a viewing without the formal written request but on the understanding that the formal written request will be sent by the Gardaí as soon as is reasonably practicable.

Stafford Fuels also reserves the right to disclose personal data to specific third parties where there are objective business reasons for doing so and this disclosure is in accordance with applicable data protection law. Such third parties may include: insurance providers; medical practitioners; pension and medical insurance providers; security providers, etc.

1. Access by Data Subjects

Under applicable data protection law individuals have the right to access images containing their personal data. This applies equally to colleagues and members of the public. Please see Stafford Fuels privacy policy available at [www.staffordsfuels.ie](http://www.staffordsfuels.ie)

Disciplinary purposes

Stafford Fuels reserves the right to use information obtained by CCTV for disciplinary purposes. Such information can be used as part or in conjunction of an investigation process and all relevant parties will have the opportunity to view and comment on such footage. Example of the use of CCTV footage for disciplinary purposes include but are not limited to; establishing the facts of an alleged incident where other evidence is in conflict; as evidence for alleged incidents of stock loss, theft or misuse of time and attendance system; as evidence of health and safety incidents.