



Epic Studios CCTV Policy

Version 1.3

Updated on: 18 April 2023

Revised by: Laura Rycroft

1. Purpose of the CCTV system

Epic Studios has installed the CCTV system to:

- Deter crime
- Increase personal safety and reduce the fear of crime
- Assist in the prevention and detection of crime
- Assist with the potential investigation and identification of offenders
- Protect the venue and property
- Assist with the identification of actions that might result in disciplinary proceedings against contractors, staff or visitors
- Assist in the management and monitoring of the studio facilities including the investigation of accidents
- As a means of assistance to staff in case of emergency situations

2. System

The system comprises of a number of static cameras. These cameras are located at various points throughout the venue as well as covering the main entrances. The camera locations were determined by risk assessment High, Medium, Low level risk with the assistance of historical data and incident reports.

The CCTV system is owned and operated by Extreme Video Ltd. The General Manager has overall responsibility for the CCTV system. The HIKVISION system was installed and is managed by Hewes Security and Avie Networks who have full admin access to the system.

3. Storage

The servers which support the cameras and record the images captured are kept in a secure location. The system is cloud based, its HIKVISION operating systems are in the CAR and Rack rooms. Extreme Video Ltd understands that all systems, information, documents and recordings obtained and used as data is protected by the GDPR. The viewing and copying of the images will be strictly controlled. The images captured by the cameras are recorded continuously. Provision of images for a specific event as detailed in clause 1 will only be provided in line with the below:

4. Access to CCTV

The following members of staff are authorised to view images captured by the CCTV system:

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- Senior Management Team
- Technical Manager
- The Data Protection Officer
- Head of Security
- External CCTV providers (engineers for the purpose of maintenance)
- IT Manager
- Police/ Law enforcement agencies

Viewing of CCTV images will only take place in a restricted area to which other employees will not have access while viewing is occurring.

5. Retention

CCTV images are kept for a period of 90 days, this is in line with our premises licence requirement of one month and our insurers requirement of 90 days. Images recorded by the system will not be kept any longer than is necessary except in circumstances such as where a law enforcement body is investigating a crime, the footage is required for insurance purposes or as part of an ongoing investigation. In such cases these images will be downloaded onto a disc and secured in a safe place. A record will be kept of any images kept after the 90 day time period and the reason for this.

6. Signage

Warning signs have been placed in all external areas where CCTV is operational. In addition further signs have been placed internally within the venue. All sign locations and content are compliant with the Information Commissioners Code of Practice.

7. Complaints

Any complaints about the operation of the CCTV system should be addressed to the General Manager and will be dealt with under the company complaints procedure.