



# CCTV Policy

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## **1. Ownership**

The Welsh Mountain Zoo operates a CCTV surveillance system. Images are monitored centrally by the Director of Operations & Administration. The system is wholly owned by Welsh Mountain Zoo.

## **2. Compliance**

Images obtained from the system include recognisable people and are covered by the Data Protection Act 2018. This policy should also be read in conjunction with the Welsh Mountain Zoo Privacy Policy ([link](#)).

The Director of Operations & Administration is the registered data controller.

## **3. Purpose**

The Welsh Mountain Zoo's registered purpose for processing personal data through the system is the prevention of crime. This is further defined in the register as follows. CCTV is used for maintaining the security of property and premises and for preventing and investigation crime. It may also be used to monitor staff when carrying out their duties. For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about staff, customers and clients, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, employees and agents, services providers, police forces, security organisations and persons making an enquiry.

Details are available on the Information Commissioner's Office website. [www.ico.org.uk](http://www.ico.org.uk)

## **4. Description**

The system is intended to produce clear images for the purposes stated. Camera's are located in designated places throughout the Welsh Mountain Zoo estate, particularly at entrances and exit points and the shop.

Signage is displayed in various places, particularly around places of access to the estate and egress from it to inform staff and visitors that CCTV is in operation.

## **5. Operation**

Images captured by the system are recorded continuously and are monitored by the Director of Operations & Administration. Images are not visible from outside the Office to which access is limited.



## 6. Information Retention

Images are only stored for the stated purpose and are deleted when no longer required for the stated purpose.

## 7. Access

Access to images is restricted to those whom have a need to it. Disclosure of information will only be made in accordance with the purposes of the system.

Subjects of recording have the right to request a copy under a subject access request subject to Data Protection compliance. They also have the right to request that inaccurate data is deleted or corrected. Procedures are in place to process subject access requests and should be made to:

Data Controller  
National Zoological Society of Wales  
Welsh Mountain Zoo  
Colwyn Bay  
Conwy  
LL28 5UY

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Author	Data Officer
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