

## Dunbar Harbour Trust Closed Circuit Television Policy

### Scope:

The use of CCTV cameras by the Harbour Trust will be limited to the property of the Harbour Trust. Any peripheral coverage of adjacent buildings will be incidental and from such a distance as to not interfere with privacy. All cameras will provide single aspect viewing, with no facility to pan, or tilt a camera to focus on an alternative area of the harbour or surroundings

### Status:

As a charitable Trust, set up as a not-for-profit organisation, where any profit is reinvested back into the harbour, the Harbour Trust will be registered with the Information Commissioner's Office. The Trust will also keep the police fully informed of the harbour's CCTV capability.

### Operation:

The Harbour Trust is committed to the principles of the Data Protection Act and follows best practice for managing information.

The system is designed to operate, unmanned, with each camera focussed on a predetermined part of the harbour.

### Use:

The CCTV system is used for the purpose of monitoring the security of DHT premises, and harbour users property, ensuring public safety and that of its employees . It will also be used for the detection, investigation and prevention of crime and to monitor and record environmental policy fulfilment in and around the harbour.

Access to specific live video images will be given to selected harbour users solely for the purpose of monitoring their own property located on Harbour Trust land or in the harbour itself.

Selected live video images will be made available for 'web-cam' purposes to be displayed on the Dunbar Harbour Trust web-site.

Video footage from the CCTV cameras will be recorded and held for a maximum of 31 days except in the instance of a request for the recorded footage to be released to a third party , including the police and other law enforcement agencies, for the purpose of providing evidence of criminal activity.

All applications for release of any recorded material must be in writing, specifying a one hour time period and the purpose of the request along with details of the requester. Dunbar Harbour Trust reserves the right to withhold the requested material if the reason given is not deemed to adhere to the purposes of the defined use of the CCTV system.

The Trust will also provide limited footage to anyone who has been recorded at a cost of £10 and providing the person involved can specify the date and time he/she was on site.

In all cases, any footage released must be signed for by the recipient who will also be required to provide full contact details.

### Responsibility:

The proper use of the CCTV system is the responsibility of the Dunbar Harbour Trust.

All access to the system whether it be for the purpose of viewing live or recorded images must be recorded in a log stating the individual(s) concerned, the material being viewed , whether live or recorded ( with details) and the purpose of the activity.

Where recorded images are passed to a third party the responsibility for the use and distribution of said material becomes that of the recipient. Transfer of images to a third party will only take place if deemed appropriate by the harbour Trust.

Access to the necessary ID and Password to access recorded material will be limited to the Harbour Master and two Trust directors, two of whom will have to give approval for the release or transfer of any recorder images.

Signage advising harbour users and visitors of the purposes and responsibilities of the CCTV system will be located at strategic points of access to the harbour.