

Ommaroo Hotel
CCTV (Closed Circuit Television) Policy

Issue Date: 27 July 2023

Version Number: 001

Applicable Law: Data Protection (Jersey) Law 2018

Introduction:

The purpose of this policy is to explain how information captured using CCTV is used and retained by the Ommaroo Hotel and set out your rights in relation to such information. For more information on your privacy rights associated with the processing of your personal data collected please refer to the Company Privacy Notice and Data Protection Policy. <https://www.ommaroo.com/privacy-policy/>

Audio and Video are recorded 24 hours a day and are stored for 30 days. Footage of any incident or accident where the Company could be required to present for the purposes of defending a legal claim or at a police request is removed from the system and stored externally and securely for a period of no more than 6 years.

Purposes of CCTV:

Closed Circuit Television Systems (CCTV) are used by the Ommaroo Hotel and are installed at our hotel in line with the requirements of the business, as set out herein, and in compliance with the Data Protection (Jersey) Law 2018.

The purpose of the CCTV Systems are as follows:

The Ommaroo Hotel has carried out a data protection impact assessment and on the basis of its findings it considers it necessary and proportionate to install and use a CCTV System. The data collected from the system will assist in:

- Improving the safety and security of guests, visitors, employees and contractors by providing a means to investigate accidents and near misses so that risk management control measures can be implemented;
- Providing reassurance to staff and guests that control measures are in place relating to their safety and security;
- Providing assistance to local law enforcement authorities with reference to the investigation and prevention of crime (including counter terrorism)
- Deterring persons from committing crimes and to enhance the opportunities for detecting those who do;
- Discouraging anti-social behaviour including alcohol and drug related crime on or about the premises.

Location of Cameras:

Cameras are located at strategic points throughout the Hotel principally at the entrance and exit points, Reception, Hotel bars and swimming pool and have been sited so that they provide clear images.

All cameras are clearly visible.

Appropriate signage is displayed so that guests, employees, clients, customers and contractors are aware they are entering an area covered by CCTV.

Recording and Retention of Images:

Images produced by the CCTV System are intended to be as clear as possible so that they are effective for the purposes set out above.

The images and recordings captured by the CCTV System are retained for a maximum of 30 days from the date of recording, except where longer storage of such images may be required to assist in any scenarios outlined below.

The images are stored in a secure environment with access strictly limited to those who are suitably authorised.

Access to CCTV Footage or Images:

Access to the CCTV System and stored images is restricted to authorised personnel only and for the purposes previously set out.

However, in appropriate circumstances, CCTV footage may be accessed:

- By local law enforcement authorities where the Ommaroo Hotel is required by Law to assist in the carrying out of an investigation into an alleged crime or anti-social behaviour;
- By data subjects (or their legal representatives) pursuant to an access request where the time, date and location of the recordings is furnished to the hotel;
- By individuals (or their legal representatives) subject to a Court Order;
- To investigate a complaint made to the Company;
- To carry out maintenance work on the system;
- To comply with any other lawful request.

When viewing the footage:

- Only the camera covering the main incident will be viewed, unless there is a belief footage from other cameras will be relevant to the investigation.
- The audio will be muted unless there is significant belief the audio is required as part of the investigation.

Access Requests:

Under the Data Protection (Jersey) Law 2018 individuals have the right on request to receive a copy of the personal data that the Ommaroo Hotel holds about them including CCTV images if they are recognisable from the image.

All requests should be submitted to the Data Protection Officer at the Ommaroo Hotel, Havre des Pas, St Helier, JE2 4UL. gdp@ommaroohotel.com.

Individuals requesting access to CCTV images may be required to supply the following information to assist the data request:

- Adequate information to enable the information to be efficiently identified and located on our system;
- Sufficient information to establish that the applicant has a legitimate right to request access;

- Proof of identification through photographic identification for example a Passport or Driving Licence.

The Ommaroo Hotel will usually respond promptly to an Access Request and in any case within one month of receiving a written request.

If the Ommaroo Hotel is unable to comply with the Access Request because access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders you will be advised accordingly.

All requests for disclosure and access to images will be documented, including the date of the disclosure to whom the images have been provided and the reasons why they are required. If the disclosure is denied, the reason will be recorded

Email: gdpr@ommaroohotel.com

Data Protection Regulatory Authority (DPRA)

If you have a data protection grievance that we have not addressed to your satisfaction, it is your right to report us to our DPRA, which is the Jersey Office of the Information Commissioner.

www.oicjersey.org

Our registration number is: **60476**