



The Victoria Inn - Threemilestone  
The Victoria Inn - Roche  
The Norway Inn – Perranarworthal

**“A warm welcome with pub grub - at our tables or delivered to yours”**

## **CCTV Policy**

### **Introduction**

This policy sets out the principles and procedures for the use of CCTV at The Norway Inn, Perranarworthal.

### **Purposes of CCTV**

CCTV is used at Inn Cornwall Limited at The Norway Inn, Perranarworthal for the following purposes:

- To deter and detect crime and antisocial behaviour.
- To ensure the safety of customers and staff.
- To protect property.
- To provide evidence in the event of an incident.
- Monitor staff for performance and training purposes
- Monitor customer flow at service points

### **Location of Cameras**

CCTV cameras are located at the following areas of The Victoria Inn:

- Entrance and exit
- External road and car parks
- Bar area
- Lounge Bar
- Gardens
- Corridors
- Restaurant area
- Service areas

### **Recording and Retention of Images**

CCTV images are recorded 24 hours a day, 7 days a week. Footage is retained for a period of no longer than 30 days, unless there is a good reason to keep it for longer.

## **Access to and Disclosure of Images**

CCTV images may be accessed by the following people:

- Company management
- Staff (viewing)
- Company Directors
- The police

CCTV images may be disclosed to the police or other law enforcement agencies if there is a reasonable suspicion of criminal activity.

## **Individuals' Access Rights**

Anyone who has been recorded by the CCTV system has the right to request a copy of the footage. Requests for footage should be made to the pub manager or company director – mark@inncornwall.co.uk

## **Covert Recording**

Covert recording is not permitted at The Victoria Inn, Threemilestone.

## **Staff Training**

All staff who have access to the CCTV system must be trained in the use of the system and the data protection implications of CCTV.

## **Review**

This policy will be reviewed annually to ensure that it remains compliant with the Data Protection Act 2018 and the ICO CCTV Code of Practice.

## **Contact**

If you have any questions about this policy, please contact the pub manager.

You have the right to complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website ([www.ico.org.uk](http://www.ico.org.uk)). This website has more information on your rights and our obligations.