

Peterhead Port Authority
Closed Circuit Television Policy

Scope:

The use of CCTV by the Peterhead Port Authority will be for the purpose of maintaining safety and crime prevention. CCTV coverage shall be limited to the property of the Authority and stakeholder's property i.e., boats creels etc. Any peripheral coverage of adjacent buildings will be incidental and from such a distance as to not interfere with privacy. Captured images/recordings will be monitored by authorised personnel only.

Operation:

The Peterhead Port Authority is committed to the principles of the Data Protection Act and understands best practice for managing information.

Disclosure:

The Peterhead Port Authority may need to disclose CCTV images for legal reasons - for example, crime detection as well as for Insurance purposes. Images will only be disclosed where an organisation has confirmed that they too will adhere to the Data Protection Act in their handling of the images.

The Peterhead Port Authority may be obliged to pass recordings to the police or other statutory authority if a crime has been committed but there is no intention to process or publish recorded information unless it is for the benefit of the harbour users.

In particular the Peterhead Port Authority will: -

- display signage informing people that CCTV systems are being used and for what reason.
- be able to provide images within 30 days provided the person involved has made a written request, can provide a specific date and time when he/she was on site and no other person's identity is infringed.
- share images with the authorities, e.g., the police, when requested.

Retention:

CCTV coverage data will be held for 30 days unless the Peterhead Port Authority determine that a longer retention period is necessary based upon our legitimate interests, such as the data's use in a legal investigation.

The Peterhead Port Authority will not keep retained images for more than 12 months unless part of an ongoing criminal/insurance investigation/claim.