

# CCTV Policy

January 2025

Applicable to: Sutton Harbour Company (incorporating Marina at Sutton Harbour and Plymouth Fisheries)  
Sutton Harbour Services Limited (incorporating King Point Marina)

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## Purposes of CCTV

The Company has installed CCTV in a number of locations on its land for the purposes of:

- Public safety
- Crime detection
- Pollution management

Signage is appropriately displayed to advise people using the Company's facilities and accessing its land that CCTV is operational.

## Requests to view footage

The Company will only permit access to footage by the authorities including:

- Police
- MMO
- UK Border Force
- HMRC
- HSE
- Commercial Insurance companies upon receipt of legal documentation

upon the production of an official written/documentary request.

All other requests will need approval from the Directors, including any 'Subject Access Requests'.

Individuals requesting footage to try to identify a crime in order to make an insurance claim, must report to the Police who will investigate the matter and view the footage as necessary.

Footage may not be shown to customers or other members of the public. Screens displaying footage filmed must be out of sight of customers or other individuals who are not employees or authorised

contractors and visitors who have signed the visitors log.

Footage will only be retained for a maximum of 28 days.

## Camera adjustments

Camera adjustments including zoom-in is only permitted under the direction of the Harbour Master, Lock Supervisor, Wharf Manager or authorities as listed above. Camera adjustments must be recorded in the daily log book, detailing the authorising Manager, Supervisor or Authority.

## Misuse of footage

Copying of footage onto any media (including mobile phones) by unauthorised staff or other unauthorised individuals (who are not on the authorised persons list) is a criminal offence. Staff, including authorised Company personnel, found copying footage without authorisation to do so for any official reason, will be subject to the Company's Disciplinary Process.

Company personnel authorised to access and view footage are:

- Harbour Master
- Wharf Manager
- Lock Supervisor (Jim Curlett)
- Facilities Manager
- Marina Manager (Marinas only)
- Other personnel at the express permission of the Directors and approved on a case by case basis

## GDPR (including CCTV) registrations

Sutton Harbour Company ICO Reg No: ZB846098  
covering the Marina at Sutton Harbour and Plymouth Fisheries

Sutton Harbour Services Limited ICO Reg No: ZB831321  
covering King Point Marina