

The purpose of this CCTV Policy is to ensure that Thomas Plant Hire operates its Closed-Circuit Television (CCTV) systems across all depots in compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and relevant surveillance laws. The policy outlines how and why we use CCTV and how data is handled.

This policy applies to all staff, contractors, visitors, and members of the public who enter the premises of Thomas Plant Hire depots where CCTV is in operation.

The use of CCTV is intended to:

- Enhance the safety and security of employees, visitors, and property
- Deter and detect criminal activity, anti-social behaviour, and trespassing
- Assist in the investigation of any incidents or breaches of health & safety
- Protect company assets and prevent loss or damage
- Monitor depot perimeters, access points, and critical areas for operational integrity

CCTV will **not** be used for monitoring employee productivity or private areas such as restrooms or breakrooms.

Thomas Plant Hire operates CCTV systems on the lawful basis of legitimate interests, ensuring that any surveillance is necessary, proportionate, and justified in relation to the intended purpose.

CCTV cameras may be installed internally and externally, including but not limited to:

- Depot entrances and exits
- Yard areas and plant storage zones
- Loading/unloading areas
- Car parks
- Main office access points

All locations where CCTV are in operation, in line with ICO guidance.

- All footage is stored securely with access restricted to authorised personnel only.
- CCTV footage is retained for a maximum of **28 days** unless required for investigation or legal proceedings, in which case it may be retained longer.
- After this period, footage is automatically overwritten or securely deleted.
- Access to live or recorded CCTV footage is strictly limited to authorised management or security personnel.
- Footage may be disclosed to third parties (e.g., police, insurers) only where lawful and necessary.

Signed on behalf of Thomas Plant Hire Ltd & Associated Companies:

Signed



Mr Wyn Thomas  
Managing Director

16/06/2025