

AMENDMENT RECORD

Issue	Date	Reason for re-issue
1	18.05.2018	First issue.

Severn Glocon Group Plc and its subsidiaries operates closed circuit Television (CCTV) cameras in some of our facilities to monitor for any unwanted or unsafe activity. In accordance with the General Data protection Regulations (GDPR), Severn Glocon Group Plc and its subsidiaries must ensure that these CCTV cameras do not unnecessarily impact on our employees and / or visitors' privacy.

We have created a privacy policy to govern the collection, use and disclosure of images captured by CCTV cameras. This privacy policy is designed to inform you of our reasons for installing CCTV cameras and, where personal information has been collected, your rights in relation to that information.

Nothing in this privacy policy limits or excludes your rights under GDPR.

Privacy Policy Overview

This privacy notice will set out:

1. What information is being collected
2. The purpose of the information's collection
3. Information sharing & security
4. Whether the collection of this information is authorized or required under a particular law
5. The rights of the individual to access and correct the information
6. Retention of CCTV data
7. Company Contact details

1. What information is being collected?

We have installed CCTV cameras up at some of our facilities to monitor specific areas for security and safety purposes. These cameras may from time to time record footage of you, our visitors and the vehicles whilst onsite as you pass through the CCTV camera area. We consider this footage to be your personal information, so we will be ensuring that it is managed as set out in this privacy policy.

2. What is the purpose of the information collection?

Severn Glocon Group Plc and its subsidiaries is taking steps to ensure the safety and security of our staff and visitors, as well as making sure that our facilities are protected from damage in any way. We view CCTV cameras as a means to carry out these steps with minimal imposition on our staff and visitors. It is also paramount that our staff and visitors are safe and secure when working

at our facilities. The CCTV cameras are a way to help achieve that objective. We may use this footage when conducting internal investigations relating to staff or visitor complaints.

3. Information Sharing and Security

Any incidents revealed will be brought to the attention of the site staff responsible for the premises in question. This may involve making a copy of the storage media or a screen print, which may be used as evidence in any subsequent civil/criminal court proceedings or in the course of other regulatory proceedings or disciplinary hearings.

In cases of suspected criminal activity, the storage media will normally be passed to the police for investigation and possible prosecution.

The police may, on showing good cause, request copies of storage media or access to monitoring screens. In general, such requests will be complied with.

The company shall maintain IT security in accordance with Severn Glocon Group subsidiary backup protocols.

4. Is collection of this information authorized or required under a particular law?

As the owner and / or operator of these facilities it is our right to install and operate the CCTV cameras in our properties.

5. What rights do individuals have to access and correct the information?

Any individual who is recorded by our CCTV cameras has the right to access that footage and to make any corrections so long as that information relates to that individual. These are principles of GDPR.

6. Retention period for CCTV data

All CCTV footage will be retained for 30 days. After this period the data is permanently deleted unless required for ongoing investigations and potential criminal proceeding. In such case data will be retained for as long as necessary and deleted thereafter.

There is no guarantee that this information will still be held by Severn Glocon Group Plc and its subsidiaries at the time the individual wants access.

The individual has no right to access footage that does not relate to the individual.

7. Company Contact Details

If you have any queries about this privacy policy, you can contact Severn Glocon Group Plc and its subsidiaries at: Email Address: gdpr@severnglocon.co.uk