

# CCTV POLICY

JANUARY 2025

**KOHLER** | UNINTERRUPTIBLE  
POWER

Established in 1996, Uninterruptible Power Limited (part of the Rehlko Group), is an established and well-respected company with a reputation based upon, passion, quality, innovation, reliability & integrity of power protection products, service excellence and customer satisfaction.

We work with a wide range of customers in a multitude of sectors including financial services, telecommunications, IT, retail, transport, government, power, oil, gas, water, education, medical, leisure and manufacturing industries.

We use closed circuit television (CCTV) system to protect our property. This policy sets out the use and management of the CCTV equipment and images.

The Company's CCTV facility records images only. There is no audio recording and therefore conversations are not recorded on CCTV. Covert recording of individuals will not take place.

The installation and maintenance of the CCTV system shall be undertaken by National Security Inspectorate (NSI) approved companies.

## The purposes of using a CCTV system includes:

1. Assisting in the prevention or detection of crime or equivalent malpractice
2. Assisting in the identification and prosecution of offenders
3. Monitoring the security of the Company's premises

## Cameras Locations

Woodgate office, Hook:

- Main entrance. External view.
- Main entrance. Internal view.
- Entrance and exit road barriers.
- South and North ground floor fire exit lobbies.

All cameras are clearly visible, and warning signs are displayed to make people aware that they are entering an area monitored by CCTV.

## Storage

Digital images are constantly recorded in real-time (24 hours a day throughout the year) and stored on the hard drives, which are held within locked locations.

Images are overwritten on a recycling basis, approximately every 6 weeks.

Periodic checks to ensure the validity of the date and time stamp are carried out.

Images that are stored on, or transferred on to, removable media are erased or destroyed once the purpose of the recording is no longer relevant. However, where a law enforcement agency is investigating a crime, images may need to be retained for a longer period.

## Access

Access to, and disclosure of, images recorded on CCTV is restricted to the following persons:

### Kohler Uninterruptible Power

Registered office and contact address: Uninterruptible Power Limited, Woodgate, Bartley Wood Business Park, Hook, Hampshire, RG27 9XA

Registered in England No. 3150129

Tel: 01256 386700 Website: [www.kohler-ups.co.uk](http://www.kohler-ups.co.uk)

Kohler Uninterruptible Power is part of Rehlko, the new name for Kohler Energy.



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- Operations Director
- Project Engineering Manager
- HR Manager

## Disclosure:

Images shall only be disclosed in accordance with the purpose for which they were originally collected.

Disclosure of images to third parties will only be made in accordance with the purposes for which the system is used and will be limited to:

- The police and other law enforcement agencies, where the images recorded could assist in the prevention or detection of a crime or the identification and prosecution of an offender or the identification of a victim or witness.
- Prosecution agencies, such as the Crown Prosecution Service
- Relevant legal representatives
- Individuals whose images have been recorded and retained (unless disclosure would prejudice the prevention or detection of crime or the apprehension or prosecution of offenders).

The Managing Director or in his absence the HR Manager must authorise the disclosure of information to external third parties such as law enforcement agencies.

All requests for disclosure and access to images will be documented, including the date of the disclosure, to whom the images have been provided and the reasons why they are required. If disclosure is denied, the reason will be recorded.

Individuals have the right to request to view a copy of the personal data that we hold about them, including CCTV images if they are recognisable from the image.

Requests to view CCTV images must be made in writing to the HR Manager. Your request must include the date and time when the images were recorded and the location of the CCTV camera.

The HR Manager will first determine whether disclosure of the images will reveal third party images that as an individual you have no right to view. If we are unable to comply with your request because access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders, you will be advised accordingly.

**The Managing Director has overall responsibility for ensuring that this policy is complied with. It will be reviewed at least once a year and at such other times as required, to ensure it remains appropriate to the requirements and objectives of our business.**



**DAVID RENTON**  
Managing Director  
January 2025

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