

Form Title: CCTV Policy  
Form Ref: POL 023  
Author: PRB Consulting  
Date: June 2026  
Version: V6.0



## CCTV Policy

### Purpose

This CCTV Policy outlines how Role Group Ltd / Role Training Ltd uses Closed-Circuit Television (CCTV) systems within its premises, specifically within the CITB Exam Testing Room, Reception, and Communal Hallway.

We are committed to ensuring that all personal data is handled in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, and that the rights and freedoms of individuals are protected.

### Scope

This policy applies to:

- All employees
- Delegates attending CITB or NSAR training/testing
- Visitors to the monitored areas

### Definitions

CCTV: Camera systems used to monitor and record activity.

CCTV Data: Video images and sound captured by CCTV systems.

Personal Data: Any information relating to an identifiable individual.

Data Subject: Any individual identifiable from CCTV footage.

Data Controller: Role Group Ltd / Role Training Ltd.

Processing: Any operation performed on CCTV data.

### Lawful Basis for Processing

CCTV data is processed under Article 6(1)(f) – Legitimate Interests of the UK GDPR.

Our legitimate interests include:

- Ensuring exam integrity under CITB testing conditions
- Preventing fraud or malpractice
- Maintaining safety and security

### Locations of CCTV

- CITB Exam Testing Room
- Reception
- Communal Hallway
- Car Park (External Areas of the premises)

### Use of CCTV

CCTV is used strictly for monitoring exam conditions and investigating incidents.

Audio recording is not in use.

### Signage

Clear signage is displayed at all entry points.

### Access to CCTV Data

Access is limited to authorised personnel only.

### Data Storage and Security

CCTV data is stored securely with restricted access.

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### **Retention and Deletion**

CCTV footage is retained for a maximum of 30 days unless required for investigation.

### **Sharing of CCTV Data**

Data is only shared where there is a lawful basis.

### **Data Subject Rights**

Individuals have rights under UK GDPR including access requests.

Email: [training@rolegroup.co.uk](mailto:training@rolegroup.co.uk)

### **Responsibilities**

David McHugh – Managing Director  
Louise Morley – Quality/Compliance Manager

### **Third-Party Service Providers**

MapTecIT maintains CCTV systems.

### **Complaints**

If you have any concerns regarding the use of CCTV, please contact:

Email: [training@rolegroup.co.uk](mailto:training@rolegroup.co.uk)

Alternatively, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

- **Website:** <https://ico.org.uk>
- **Helpline:** 0303 123 1113
- **Address:**  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

The arrangements in place to implement this policy form part of the company's day-to-day operational procedures, and as such are reviewed on a continuous basis. Where opportunities for improvement in safety standards or safety problems are identified they will be tackled promptly, and with sufficient resources, to ensure that they are adequately dealt with. The implementation of this policy will be monitored throughout the company's activities in order to ensure compliance with its objectives.

This policy statement will be formally reviewed on an annual basis.

Signed: 

Role: David McHugh - Managing Director

Date: June 2026