

CCTV Privacy Notice

About this Notice

This privacy notice explains how **Alpek Polyester UK Ltd** (“we”, “us”, “our”) uses Closed Circuit Television (CCTV) systems at our site. We are committed to protecting your personal data and complying with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018

Purpose of CCTV

We operate CCTV cameras for the following purposes:

- Ensuring the security and safety of employees, visitors, and contractors.
- Protecting our premises, equipment, stock, and other assets.
- Preventing and detecting crime, theft, vandalism, or unauthorised access.
- Supporting the investigation and evidence-gathering of incidents.
- Meeting our health and safety obligations.

We do not use CCTV for employee monitoring beyond these legitimate security and safety purposes.

What Data We Collect

Our CCTV system records **video images only**. We do not record audio. Cameras are positioned in public and operational areas only specifically:

- Davies Offices entrance, visitors' area and stairwell.
- Portasilo area including the two loading bays.
- EGS & HTM pits on the LC1 plant area (live feed only; there is no recording of images).

Cameras are **not installed in private areas** such as toilets, changing rooms, or rest areas.

Lawful Basis for Processing

Our lawful basis for processing CCTV data is **legitimate interests** under Article 6(1)(f) of the UK GDPR. Our legitimate interests are the security and protection of our people, assets, and operations.

How Long We Keep CCTV Data

- Where applicable, recordings are normally retained for **30 days**.
- Footage may be kept longer if required for an ongoing investigation, insurance claim, disciplinary or grievance process, or legal proceedings.
- Once the retention period expires, footage is automatically deleted.

Who Has Access to CCTV Data

- Access is restricted to authorised personnel only.
- As well as assisting with internal investigations, footage may be shared with:
 - Law enforcement agencies where required for the prevention or investigation of crime.
 - Insurers or legal advisers where necessary to manage incidents or claims.
 - Contractors providing CCTV system maintenance (with appropriate confidentiality agreements).

Alpek Polyester UK Ltd.

Davies Offices • Wilton International • Redcar • Cleveland • TS10 4XZ • United Kingdom
+44 1642 45 1000 (Tel.) • +44 1642 45 1328 (Fax) • www.alpekpolyester.co.uk



We do not share CCTV data with third parties for marketing purposes.

Security of CCTV Data

- CCTV recordings are stored securely, with restricted access controls.
- Systems are password-protected and regularly monitored.
- Staff with access receive appropriate training on data protection obligations.

Your Rights

Under data protection law, you have rights in relation to your personal data, including:

- **Right of access** – to request a copy of CCTV footage where you are identifiable.
- **Right to object** – to object to processing if you believe it is not justified.
- **Right to erasure or restriction** – in certain circumstances.

To exercise your rights, please contact us (details below). For access requests, please provide sufficient information (date, time, location) to help us locate the footage. We may ask for identification before releasing data.

Contact Us

If you have questions about this notice or how we use CCTV data, please contact:

Jackie Petford, Data Protection Officer

Alpek Polyester UK Ltd

Jackie.petford@alpekpolyester.com

01642 451147

Davies Offices, Wilton International, Redcar, TS10 4XZ

If you are not satisfied with our response, you have the right to lodge a complaint with the UK Information Commissioner's Office (ICO): www.ico.org.uk.

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