



GUNRET FOODS (PTY) LTD

CCTV MONITORING POLICY

1. ABOUT THIS POLICY

The purpose of this policy is to regulate the use of Closed-Circuit Television (CCTV) to monitor and record images for the purposes of safety and security.

2. APPLICATION AND CONSEQUENCES OF NON-COMPLIANCE WITH THIS POLICY

2.1. This policy applies to all staff of GUNRET, which include all permanent and temporary staff, contractors, and agency workers who are subject to the conditions and scope of this policy. Failure to comply may lead to disciplinary action, including summary dismissal without notice or a payment in lieu of notice or termination of contract or engagement as appropriate for serious or repeated breaches of this policy.

2.2. It may also be the case that your conduct and or action(s) may be unlawful and GUNRET reserves the right to inform the appropriate authorities. Action(s) may result in civil or criminal proceedings. Staff should note that in some cases they may be personally liable for their actions and or conduct.

3. GENERAL PRINCIPLES

3.1. GUNRET is committed to enhancing the quality of life of its employees by integrating the best practices with regard to workplace safety with the state of the art technology. A critical component of a comprehensive security program is the use of CCTV monitoring.

3.2. CCTV monitoring may be used in public areas by GUNRET to deter crime and to assist in protecting employees and property.

3.3. Information obtained via CCTV monitoring will be used exclusively for security and law enforcement purposes. Information obtained by CCTV monitoring will only be released when so authorised by the Information Officer ("IO"). Karen Botha

3.4. CCTV monitoring of public areas for security purposes will be conducted in a manner consistent with existing GUNRET policies and practices and will be limited to uses that do not violate the reasonable expectation of privacy of data subjects.

3.5. Images and related data collected by CCTV are the property of GUNRET.

4. RESPONSIBILITIES

4.1. The IO is responsible for authorizing all CCTV monitoring for safety and security purposes at GUNRET and overseeing and coordinating the use of CCTV monitoring equipment at GUNRET.

4.2. GUNRET will monitor new developments in the law and industry standards in respect of CCTV monitoring.

1. PROCEDURES

4.3. GUNRET will post signage where appropriate. An example of an appropriate sign is:

*GUNRET FOODS (PTY) LTD ("**GUNRET**") has taken reasonable measures to ensure your security, health and safety as far as reasonably practicable. Entry into and the use of these premises, any service available and/or information provided to you or by you to GUNRET, is entirely at your own risk and volition. By choosing to enter our premises, you acknowledge and agree that you are subject to our security surveillance systems and policies, which may be viewed at www.gunretfoods.co.za or be obtained from reception*

GUNRET, its employees and/or its agents shall not be liable for any injury, disability, disease, sickness or death of any person or loss or damage to any property or breach of personal information or data that may occur on these premises, howsoever caused, and whether by the negligence of GUNRET, of any form as permissible by law its employees and/or its agents.

You hereby agree to indemnify, defend and hold harmless GUNRET, its employees and/or its agents in all such circumstances. You hereby further agree to adhere to all security, health and safety practices and take all reasonable measures to protect your own security, health and safety, and that of others, whilst on these premises.

Right of entry into these premises is reserved and GUNRET reserves the right to refuse entry for any reason whatsoever.

4.4. Individuals whose images are recorded have a right to view the images of themselves and to be provided with a copy of the images against the payment of a reasonable fee. Copies of images should only be handed over if the individual makes a data subject access request in terms of GUNRET's Data Subject Access Request Policy or its Promotion of Access to Information (PAIA) Manual.

4.5. The CCTV systems used by GUNRET will produce clear images which law enforcement bodies (such as the police) can use to investigate crime and that can easily be taken from the system when required.

4.6. CCTV cameras will be installed in positions where they can record clear images.

4.7. CCTV cameras will be positioned to avoid the capturing of images of persons not visiting the premises and residential housing. Any view given of housing will be no greater than what is available with unaided vision.

- 4.8. Images recorded by CCTV cameras will be securely stored and may only be accessed by authorised persons.
- 4.9. Images will not be provided to third parties other than law enforcement bodies.
- 4.10. Regular checks will be carried out to ensure that CCTV cameras are working properly and produce high-quality images.
- 4.11. CCTV monitoring will not be used in areas which workers would reasonably expect to be private, such as toilet areas and private offices.
- 4.12. The CCTV monitoring center will be configured so as to prevent the tampering with or duplicating of information.
- 4.13. Recorded images will be stored for a period not exceeding 14 days and will then be erased, unless retained as part of a criminal investigation or court proceedings or other legitimate use as approved by the IO.

5. CONSEQUENCES OF NON-COMPLIANCE

It is essential that all staff comply with all relevant parts of this policy. Any failure to comply with this policy could have serious consequences for GUNRET and its employees. Failure to comply may lead to: disciplinary action, including summary dismissal without notice or a payment in lieu of notice for serious or repeated breaches; civil or criminal proceedings; and/or personal liability for those responsible.

6. POLICY REVISION

This policy has been reviewed and approved by the IO, and is subject to change without prior notice.

7. CONTACT DETAILS OF THE IO

- 7.1. Name: Karen Botha
- 7.2. Address: 18 Kersieboom Crescent, Centurion, 0157
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- 7.4. Telephone number: 012 643 5800