



## **BomBomb Fitness CCTV Policy**

BomBomb Studios now has CCTV fitted for the purposes of safety and crime prevention.

1. All users of the facility are informed of CCTV being present with adequate signage inside the premises, one at the entrance, and one before entering the area covered by CCTV.
2. External signage is also present on the windows for view, before entering the building.
3. Video is stored on the cloud for 30 hours, before being overwritten with new recordings.
4. In the event of a crime or other need for the CCTV footage to be viewed, this will be stored for the duration of any required investigation.
5. Footage will only be shown to the relevant authorities (such as the police), as and when required.
6. All footage is encrypted and only available to view by BomBomb Fitness using the required log in and password.
7. Cameras are only positioned in places where public viewing is available, no cameras are fitted in areas used for changing or in the bathroom.
8. CCTV will be turned off during events that may involve the area covered by CCTV being used as a changing facility/private use; for example specific workshops and dress rehearsals.
9. Any requests to view stored footage should be made as soon as possible to Kim Mellor at BomBomb Fitness, by emailing [bombombfitness@gmail.com](mailto:bombombfitness@gmail.com). Only stored footage will be able to be shown as all other footage is deleted.
10. Any complaints should be made to Kim Mellor at BomBomb Fitness, by emailing [bombombfitness@gmail.com](mailto:bombombfitness@gmail.com).