

 sembcorp	SEMBCORP ENERGY UK LIMITED UK POLICY & PROCEDURE MANUAL	
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Policy Effective Date: October 2019	UK POLICY (GDPR)	SURVEILLANCE SYSTEMS CODE OF PRACTICE
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	Name	Designation
Policy Owner	Charlotte O'Neill	UK Head of Legal
Reviewed & Endorsed By	Group Ethics and Compliance	
Approved By	Charlotte O'Neill	UK Head of Legal

Surveillance Systems Code of Practice

1. Introduction

- 1.1 Sembcorp Energy UK Limited (together with its subsidiaries) ("**Sembcorp**", "**Company**" and "**we**") believes that Video Surveillance and other surveillance systems have a legitimate role to play in helping to maintain a safe and secure environment for all our staff, visitors and customers. However, we recognise that this may raise concerns about the effect on individuals and their privacy.
- 1.2 We are committed to complying with our legal obligations and ensuring the legal rights of staff, relating to their personal data, are recognised and respected. The following statement describes the type of data that we hold and how we use and protect such data.
- 1.3 References to **Surveillance Systems** in this document shall include body cams, fixed, adjustable and domed CCTV cameras designed to capture and record images of individuals and property, together with any other surveillance devices and/or systems designed to monitor or record images of individuals or information relating to individuals, including, vehicle tracking devices and automatic number plate recognition (ANPR) and site access records.

2. Reasons for the use of Surveillance Systems

- 2.1 We currently use Surveillance Systems around our Wilton International Site, other power generation sites located throughout the United Kingdom, and in Company vehicles. We believe that the use of surveillance systems is necessary for legitimate business purposes, including (without limitation):-
 - a) to prevent crime and protect buildings and assets from theft, damage, disruption, vandalism and other crimes.
 - b) for the personal safety of staff, visitors, customers and other members of the public and to act as a deterrent against crime.
 - c) to support law enforcement bodies in the prevention, detection and prosecution of crime.
 - d) to assist in the day-to-day management, including ensuring the health and safety of staff and others.
 - e) to monitor the use of Company vehicles to ensure compliance with Company policies, legitimate business use, and applicable tax, legal and insurance requirements, including verifying mileage, investigating incidents and protecting Company assets.
 - f) to monitor site access by individuals and/or vehicles; and
 - g) to assist in the defense of any civil litigation including road traffic accident employment tribunal proceedings and to assist in disciplinary and grievance matters.

3. Monitoring

- 3.1 The Surveillance Systems are in use 24 hours a day and data is continuously recorded.
- 3.2 Camera locations and viewing scopes are chosen to minimise the viewing of spaces not relevant to the legitimate purpose of the monitoring. Where cameras are adjustable, this will be restricted, as far as is practical, to ensure operators cannot adjust them to overlook spaces not relevant to the legitimate purpose of the monitoring.
- 3.3 Appropriate signage is displayed at each of the gatehouse entrances to the Site to alert individuals that Surveillance Systems are in use and that their image may be recorded.
- 3.4 Live feeds from Surveillance Systems will only be monitored where this is reasonably necessary, for example, to protect health and safety.

- 3.5 We will ensure that live feeds from cameras and recorded images are only viewed by approved members of staff whose role requires them to have access to such data. This may include HR staff involved with disciplinary or grievance matters. Such staff will be given appropriate training to ensure they understand and observe the legal requirements related to the processing of relevant data.

4. Use of Data

- 4.1 In order to ensure that the rights of individuals recorded by the Surveillance Systems are protected, we will ensure that data gathered from Surveillance Systems is stored in a way that maintains its integrity and security.
- 4.2 Given the large amount of data generated by the Surveillance Systems, we may store video footage using a cloud computing system. We will take reasonable steps to ensure any cloud service provider maintains the security of our information.
- 4.3 We may engage data processors to process data on our behalf. We will ensure reasonable safeguards are in place to protect the security and integrity of the data.

5. Retention and Erasure

Data recorded by the Surveillance Systems will be stored digitally using a cloud computing system. Data from the Surveillance Systems will be retained in accordance with Sembcorp's Data Retention Policy in force from time to time (details of which are available on request). Such data will be permanently deleted upon the expiry of the relevant periods set out in that Policy unless Sembcorp has legitimate reasons to retain such data for a longer period.

6. Use of Additional Surveillance Systems

- 6.1 Prior to introducing any new Surveillance System (**New System**) we will carefully consider if they are appropriate by carrying out a Data Privacy Impact Assessment (**DPIA**).
- 6.2 A DPIA is intended to assist us in deciding whether the New System is necessary and proportionate in the circumstances and whether they should be used at all or whether any limitations should be placed on their use.
- 6.3 Any DPIA will consider the nature of the problem that we are seeking to address at that time and whether the New System is likely to be an effective solution, or whether a better solution exists. In particular, we will consider the effect the New System will have on individuals and therefore whether its use is a proportionate response to the problem identified.
- 6.4 No surveillance cameras will be placed in areas where there is an expectation of privacy (for example, in changing rooms) unless, in very exceptional circumstances, it is judged by us to be necessary to deal with very serious concerns.

7. Covert Monitoring

- 7.1 We will not engage in covert monitoring or surveillance (that is, where individuals are unaware that the monitoring or surveillance is taking place) unless, in highly exceptional circumstances, there are reasonable grounds to suspect that criminal activity or extremely serious malpractice is taking place and, after suitable consideration, we reasonably believe there is no less intrusive way to tackle the issue.
- 7.2 In the unlikely event that covert monitoring is considered to be justified, it will only be carried out with the express authorisation of the UK CEO (having consulted with UK Head of Legal and the DPO). The decision to carry out covert monitoring will be fully documented and will set out how the decision to use covert means was reached and by whom. The risk of intrusion on innocent workers will always be a primary consideration in reaching any such decision.

- 7.3 Only a limited number of people will be involved in any covert monitoring. Such covert monitoring will only be carried out for a limited and reasonable period of time consistent with the objectives of making the recording and will only relate to specific suspected illegal or unauthorised activity.

8. Ongoing Review of Surveillance System Use

We will ensure that the ongoing use of Surveillance Systems in the workplace is reviewed periodically to ensure that their use remains necessary and appropriate, and that any Surveillance System continues to address the needs that justified its introduction.

9. Requests for Disclosure

- 9.1 We may share data with other group companies where we consider that this is reasonably necessary for any of the legitimate purposes set out above in paragraph 2.1. Where surveillance data is accessed or shared outside the United Kingdom, we will ensure appropriate safeguards are implemented in accordance with applicable data protection laws, including where necessary approved international transfer mechanisms.
- 9.2 No images from our Surveillance Systems will be disclosed to any other third party, without express permission being given by the UK CEO (having consulted with UK Head of Legal and the DPO). Data will not normally be released unless there is satisfactory evidence that it is required for legal proceedings or under a court order has been produced.
- 9.3 In other appropriate circumstances, we may allow law enforcement agencies to view or remove footage from our Surveillance Systems where this is required in the detection or prosecution of crime.
- 9.4 We will maintain a record of all disclosures of footage from the Surveillance Systems.
- 9.5 No images from our Surveillance Systems will ever be posted online or disclosed to the media.

10. Subject Access Requests

- 10.1 All data subjects have the right to access personal data held about them (including any CCTV image and other surveillance data), if and as provided for by the UK General Data Protection Regulations (**GDPR**).
- 10.2 If you wish to view the information held about you, you must make a written request to Sembcorp's Data Protection Team using the following contact details:

Sembcorp UK Headquarters
Wilton International
Middlesbrough
TS90 8WS
[Email: UKDPO@sembcorp.com](mailto:UKDPO@sembcorp.com)

- 10.3 In order for us to locate relevant footage, any requests for copies of recorded CCTV images or other surveillance data must include the date and time of the recording, the location where the footage was captured and, if necessary, information identifying the individual.
- 10.4 We reserve the right to obscure images of third parties when disclosing any footage as of a subject access request, where we consider it necessary to do so.
- 10.5 Individuals may exercise their rights under applicable data protection laws, subject to any limitations or exemptions permitted by law.

10.6 Should you have any complaints regarding the handling of your data you have the right to lodge a complaint with Sembcorp's using the contact details set out above.