

# Access to, and Security of, Control Room And Associated Equipment

### **I Authorised Access**

Only authorised personnel will operate any of the equipment located within the CCTV control room, or equipment associated with the CCTV System.

### **II Public access**

Public access to the control room will be prohibited except for lawful, proper and sufficient reasons and only then with the personal authority of the system manager. Any such visits will be conducted and recorded in accordance with the procedural manual.

### **III Authorised Visits**

Visits by inspectors or auditors do not fall into the scope of the above paragraph and may take place at any time, without prior warning. No more than two inspectors or auditors will visit at any one time. Inspectors or auditors will not influence the operation of any part of the system during their visit. The visit will be suspended in the event of it being operationally inconvenient. Any such visit should be recorded in the same way as that described above.

### **IV Declaration of Confidentiality**

Regardless of their status, all visitors to the CCTV control room, including inspectors and auditors, will be required to sign the visitor's log and a declaration of confidentiality.

### **V Security**

Authorised personnel will normally be present at all times when the equipment is in use. If the control room is to be left unattended for any reason it will be secured. In the event of the control room having to be evacuated for safety or security reasons, the provisions of the procedural manual will be complied with.