



CHONGIE ENTERTAINMENT LIMITED
CCTV POLICY



1. INTRODUCTION

Chongie Entertainment Limited understands the importance of CCTV. CCTV is an essential tool in the prevention of crime and assisting in capturing those who have broken the law. Adult Gaming Centres are a business in which cash is continuously being transferred between staff, customer and machines. It is therefore extremely important that CCTV is in action.

2. CCTV SYSTEM

The CCTV system must be switched on and be recording at all times. The CCTV should cover the front and rear exits, all machines and the shop floor as well as the offices and back of house. No decorations or signage should block the view of the CCTV

Any adjustments to the positioning of CCTV must only be carried out by senior management.

There will be a TV monitor positioned in the entranceway to the premises so that customers can clearly see there is CCTV in operation. Another monitor will be placed in the staff room.

3. MONITORING THE SYSTEM

The CCTV must be checked daily to ensure it is in correct working order. Any faults must be communicated to senior management immediately. No information regarding the CCTV should be disclosed to third parties other than the appropriate authorities.

4. ACCESS

The CCTV must be kept in a locked security cabinet, only accessible by senior management. Only senior management must have knowledge of any account passwords.

A hard copy of the CCTV will be kept in a locked cabinet in the staff room at premises, only accessible by senior management. The same will also be stored in the cloud.

5. DATA PROTECTION

Chongie Entertainment Ltd will comply with all appropriate General Data Protection Regulations prevailing at the time.