

- CCTV will monitor visitors who come into the studio. It covers the workshop area and shop from both entrances to the room. Anyone not booked on a workshop or having permission to come into the studio, will be deemed a trespasser.
  - It ensures compliance both from a visitor and tutor and
  - Aids in investigation and
  - Provides insight on adherence to safety.
- The CCTV in Sandbach Craftworks, is recording 24 hours per day and is deleted every 30 days. There is no audio recordings. The recordings are not accessible to the public, are secured through a password and will not be used in any 3rd party advertising.
- Sandbach Craftworks is registered with the ICO regarding data protection and signs are displayed throughout the room.
- Susan O'Connell owner of Sandbach Craftworks, has responsibility for CCTV within the room.
- Data that is kept on record, CCTV and footage are password protected, and the system controls are locked. Video is deleted every 30 days and data from Bookwhen (registration for workshops) is deleted after 18 months.
- Sandbach Craftworks does not share any data with any 3rd parties.