

CCTV AND ALARM SYSTEM ACCESS POLICY

1. Document Control

Organization	_____
Document ID	_____
Effective Date	_____
Version	_____

2. Purpose

The purpose of this policy is to define the rules, responsibilities, and authorization workflows for accessing, monitoring, and managing the Closed-Circuit Television (CCTV) and physical intrusion alarm systems at all facilities operated by _____. This policy ensures the safety and security of personnel and assets while maintaining compliance with relevant privacy laws.

3. Scope

This policy applies to all employees, contractors, third-party security personnel, and visitors at the following locations:

4. CCTV Access Control

4.1 Live View Monitoring

Live video feeds from security cameras shall only be monitored by authorized personnel. The designated roles authorized to view live feeds are:

- _____
- _____
- _____

4.2 Recorded Footage Retrieval

Access to recorded CCTV footage is strictly restricted. Requests to view or export recorded footage must be formally requested and approved by _____. Footages may only be released under the following conditions:

- Investigation of a documented security incident.
- Formal request by law enforcement authorities.
- Written authorization from _____.

4.3 Retention Period

All video recordings shall be retained for a standard period of _____ days, after which they will be automatically overwritten, unless required for an ongoing investigation.

5. Alarm System Management

5.1 Access Codes and Credentials

Each authorized individual will be issued a unique alarm user code or credential. Sharing of codes is strictly prohibited. Codes must be revoked immediately upon:

- Termination of employment or contract.
- Change in job role that no longer requires access.
- Suspicion of code compromise.

5.2 Arming and Disarming Schedule

The facilities are scheduled to be armed and disarmed according to the following parameter:

Facility Zone / Area	Scheduled Disarm Time	Scheduled Arm Time	Authorized Personnel Roles
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Compliance and Enforcement

Any unauthorized access, tampering, or sharing of CCTV recordings or alarm codes constitutes a serious security breach and may result in disciplinary action up to and including termination, as well as legal action.

7. Policy Approvals

By signing below, the authorized representatives approve the implementation of this policy.

Policy Owner:

Signature: _____

Name: _____

Title: _____

Date: _____

Approving Authority:

Signature: _____

Name: _____

Title: _____

Date: _____