

Appendix 2.

Katie,

Thanks for taking time to meet with me on yesterday, as promised an electronic copy of the CCTV conditions I spoke about.

- a. CCTV cameras are located within the premises to cover all public areas including all entrances and exits
- b. The system records clear images permitting the identification of individuals.
- c. The CCTV system is able to capture a minimum of 4 frames per second and all recorded footage must be securely retained for a minimum of 28 days.
- d. The CCTV system operates at all times while the premises are open for licensable activities
All equipment must have a constant and accurate time and date generation.
- e. The CCTV system is fitted with security functions to prevent recordings being tampered with, i.e. password protected.
- f. There are members of trained staff at the premises during operating hours able to provide viewable copies on request to police or authorised local authority officers as soon as is reasonably practicable in accordance with the Data Protection Act 1998 (or any replacement legislation).

Could you confirm that you are satisfied with the wording above by return of e-mail.

Regards

Neil Jarvis

PS 883

Harm Hub - Wyre Forest, Bromsgrove & Redditch