Workplace Video Surveillance Policy Template

Version: 1.0
Effective Date: [Insert Date]
Policy Owner: HR & Compliance Department

1. Purpose

This policy establishes guidelines for the use of video surveillance systems to ensure workplace safety, protect company assets, prevent misconduct, and comply with applicable U.S. federal and state laws.

2. Scope

This policy applies to all employees, contractors, vendors, visitors, and any individuals present on company premises where surveillance systems are in operation.

3. Legal & Compliance Framework

The Company complies with all applicable federal and state laws governing workplace monitoring and privacy.

- Video surveillance is permitted in **public and work-related areas**
- Surveillance is **strictly prohibited in private areas** (restrooms, locker rooms, etc.)
- **Audio recording laws vary by state**:
    - *One-party consent states*: Only one person needs to consent
    - *All-party (two-party) consent states*: All individuals must consent (e.g., California, Florida, Pennsylvania, Illinois)

The Company will ensure compliance with applicable state-specific requirements before enabling audio recording.

4. Policy Statement

The Company uses video surveillance in a **transparent, lawful, and ethical manner**. Cameras are installed only where there is a legitimate business need such as:

- Security monitoring
- Theft prevention
- Workplace safety
- Incident investigation

Surveillance will **not be used for micromanagement or discriminatory purposes**.

5. Camera Placement Guidelines

Cameras may be installed in:

- Entry and exit points
- Office floors and work areas
- Warehouses and storage facilities
- Reception areas

Cameras are strictly prohibited in:

- Restrooms
- Changing rooms
- Private offices (without proper justification and notice)

6. Data Retention & Storage

- Footage is retained for **30–90 days**, unless required for investigations
- All recordings are stored securely
- Data is protected against unauthorized access, alteration, or deletion

7. Access Control

- Access is limited to **authorized personnel only** (HR, Security, Legal)

- All access must be **logged and monitored**
- Unauthorized access may result in **disciplinary action, including termination**

8. Use of Surveillance Footage

Footage may be used for:

- Investigating misconduct or incidents
- Legal and compliance purposes
- Safety audits
- Internal reviews

9. CCTV Employee Consent Form

I acknowledge that I have been informed about the Company's use of video surveillance systems.

I understand that:

- Surveillance is conducted for security, safety, and operational purposes
- Cameras are installed only in designated areas
- No surveillance is conducted in private areas
- My privacy rights are respected in accordance with applicable laws

I voluntarily consent to being recorded while on company premises.

Employee Name: _____
Signature: _____
Date: _____

10. Workplace CCTV Notice (Display Template)

NOTICE: VIDEO SURVEILLANCE IN USE

This workplace is monitored by video surveillance for safety, security, and operational purposes.

- Recording is conducted in accordance with company policy

- Surveillance complies with applicable U.S. laws
- Audio recording (if applicable) follows state-specific consent requirements

For more information, please contact HR or the Compliance Team.

11. Policy Version Control

Version	Date	Description	Approved By
1.0	[Date]	Initial Release	HR Director

12. Approval Matrix

Role	Name	Signature	Date
HR Head			
Legal Counsel			
Compliance Officer			

13. Audit & Access Control Framework

The Company maintains strict audit controls over surveillance systems:

- All access to footage is **logged and reviewed**
- **Quarterly audits** conducted by Compliance/HR
- **Role-based access control (RBAC)** enforced
- Unauthorized access triggers **immediate investigation**
- Audit logs retained for **minimum 12 months**
- Legal approval required for **law enforcement requests**

14. Employee Acknowledgment

All employees are required to read, understand, and comply with this policy.Failure to comply may result in disciplinary action.