<u>**CCTV POLICY**</u>

1. **Introduction**
   - The MPA has in place a CCTV surveillance system in the port area, managed and controlled by the Authority.
   - This Policy details the purpose, use and management of the CCTV system to ensure security up to the required standard in the port area, which is a strategic location in Mauritius.
   - The MPA operates the CCTV system jointly with the Police as per existing Memorandum of Understandings (MOUs). Some of the images covering the port area are shared with Mauritius Revenue Authority (MRA)- Customs, National Coast Guard (NCG) and the Police Headquarters Line Barracks.
   - The MPA is registered with the Data Protection Office and the registration number is C1320.

2. **Purposes**
   The principal purposes of MPA's CCTV system, among others, are as follows:
   - to reinforce security in the port area by deterring, detecting and preventing any illegal activity within the port premises.
   - to enhance the security of its premises, assets and equipment.
   - to assist in the investigation carried out by the law enforcement agencies and/ or the Authority of any illegal or suspected activities committed in the port area by any person.
   - to observe any incident requiring a response within MPA's premises.

3. **Scope**
   - The MPA is required to operate a CCTV camera surveillance system for security and safety reasons.
   - While any person is in the port area, some personal data is captured on the CCTV system.
   - The MPA is the 'Controller' for the images on the CCTV system.
   - The CCTV footage is handled in accordance with the Data Protection Policy and the viewing of CCTV footage is strictly limited to authorised parties only.
   - The CCTV system has been installed in the port area, including MPA buildings which is considered as a critical infrastructure in Mauritius.
   - The CCTV system is operational on 24 hours basis.

4. **Signage/ Notification**
   Adequate signs are placed at relevant locations to inform staff, visitors and members of the public that CCTV is in operation.

5. Retention Period and Backup

CCTV images will be retained for no longer than 60 days from the date of recording and the images will be automatically overwritten thereafter. Where applicable, when a particular footage related to an incident, or pursuant to a legitimate request or claim is saved, that saved footage will be retained for as long as is necessary to fulfil the purposes for which it has been retained.

6. Security Measures

Cameras are monitored in the Control Room, which is a restricted area.

The security measures that the Authority will provide for protecting the CCTV footage are as follows:
- only authorised personnel will get access to the CCTV room
- having an audit trail to monitor staff access to the footage
- using password protection to manage staff access to stored footage
- transmitting and storing of stored footage in encrypted form
- doing regular audits of system security

7. Disclosure of CCTV Footage

In carrying out the purposes set out above in Section 2 of this Policy, CCTV images may be disclosed, subject to its availability, only to authorised third parties.

Any authorised person or agency to whom disclosure is required by any applicable law, regulation or court order will be made subject to strict obligations imposed on these third parties to maintain the confidentiality and integrity of CCTV images as well as safeguarding its security.

8. Request for Access of CCTV Footage

Request for the access to CCTV footage will be made in compliance with the Data protection Act.

9. Procedures to handle incidents

The procedures for handling of incidents will be in accordance with internal Standard Operating Procedures and standing MOUs signed between the Authority and law enforcement agencies

Any breach will entail disciplinary action by the concerned agency.

10. Policy Review

The Authority has the discretion to update this Policy as and when required and thereafter the revised version will be effective.

It is the responsibility of any person accessing the port area to view this policy periodically and become aware of modifications.