

Protocol for Surveillance Cameras at SMART HUB Logistics

The board deems it necessary to protect the interests and properties of the company, its employees, and visitors through surveillance cameras wherever possible.

This protocol establishes agreements regarding the use of cameras, viewing of footage, and storage of video material.

Article 1. Purpose of the surveillance

The purpose of the surveillance is to protect the properties of SMART HUB Logistics, the properties of employees and visitors against theft and/or vandalism. Furthermore, the surveillance serves to protect the safety of those present on the premises and to monitor logistics flows such as trucks and incoming and outgoing containers.

Article 2. Tasks and responsibilities

1. The surveillance is carried out under the responsibility of the board of SMART HUB Logistics.
2. The board will designate certain employees for the daily board of the system. Only they are authorized on behalf of the board to view camera footage.
3. The employees responsible for the daily board immediately secure the footage when requested by the board of SMART HUB Logistics.
4. The board ensures that the video material is handled carefully when it has been secured in connection with an incident.
5. Footage is not made available to third parties, except to the police or public prosecutor.

Article 3. Privacy of visitors

1. The surveillance is compatible with the objective of preventing violence, theft, and vandalism.
2. The video material is only used for the purposes of the surveillance.
3. The use of surveillance cameras is announced through a sign at the entrance of the company premises and at the entrance of the warehouse.
4. By entering the company premises, visitors agree to the recording of video footage.

Article 4. Access to recorded material

1. Video material may contain privacy-sensitive information. For this reason, limitations have been established for viewing footage.
2. Only the board and the designated employees can decide to view camera footage.
3. In principle, this only takes place in the event of an incident (i.e. violence, burglary, vandalism, theft of money or goods, etc.) or to monitor a logistics flow on the premises and in the building.
4. If employees or visitors have specific reasons to request the viewing of camera footage, they can submit a request to the board of SMART HUB Logistics via email (info@smarthublogistics.nl).
5. When submitting a request, the person involved must indicate where, at what time, and in what time frame the footage was recorded.
6. The board of SMART HUB Logistics will decide on a request for viewing of footage within 7 days.
7. Video material may only be viewed by the designated board member or authorized employee.
8. Video material will not be made available for viewing to the parties involved.

Article 5. Provision of recorded video material to third parties

1. Video footage is only transferred to the police upon request of the police or public prosecutor.
2. The person receiving the footage on behalf of the police must identify themselves beforehand. This person must sign for receipt and proper use of the video material.

Article 6. The camera system and security

1. The surveillance is carried out through a closed system.
2. Visible cameras are used to record footage within the company premises and the warehouse.
3. No recordings are made in changing rooms and toilets.
4. Recordings take place 24 hours a day, throughout the year.
5. The recorder is inaccessible to third parties. Only the authorized board member and the equipment supplier (accompanied by the authorized board member) have access to the recorder.
6. Recordings are overwritten every 28 days.
7. Images of incidents that are preserved for investigation will be retained until the incident is resolved.
8. CCTV footage used in the context of a police-reported investigation will only be destroyed after consultation with the police.

Article 7. Information provision

1. This protocol will be published on the website of SMART HUB Logistics.
2. Complaints about the CCTV security must be submitted in writing to the board of SMART HUB Logistics.

October 2022

Board of SMART HUB Logistics