PERMIT

Specification for CCTV System
Post Office ATM & immediate area

SYSTEM DETAILS
Closed Circuit Television System to be installed in compliance with the rules of the National Security Inspectorate (NSI) to NACP20 code of practice for planning, installation, and maintenance of a Closed Circuit Television System

PURPOSE OF SYSTEM
Prevention and Detection of crime

SYSTEM TYPE
Combination of cameras including

- internal and external
- covert and overt
- colour and colour-to-monochrome

SYSTEM DESIGN
Post Office representatives will undertake a site-specific risk assessment to evaluate the requirements of the CCTV system to be installed at each individual Post Office. This will include as a minimum level:

CAMERA DETAILS
Viewing coverage: ATM and immediate area where customers will stand to use ATM, but not to include ATM keypad so camera will not cover any confidential card or PIN information
Mounting Height: Minimum of ceiling height, exact location appropriate to location conditions
Power Supply Location: Above camera
Type: Vista Colour high resolution fixed vandal resistant dome camera 4 to 9mm lens 12VDC

CONTROL EQUIPMENT
Control Item Location: Back Office
Control Equipment Type: Vista 2 way desktop switcher
Power Supply Location: Back Office

ANNUAL MAINTENANCE
Regular maintenance will be undertaken at least once per annum or as required to provide preventative and corrective maintenance.

DATA PROTECTION ACT
The CCTV system will comply with all current legislation Data Protection legislation and the code of practice for the Data Protection Act, which can be found at www.informationcommissioner.gov.uk