

[Your Company Letterhead]

[Date]

[Employee/Stakeholder Name]

[Employee/Stakeholder Address]

[City, State, Zip Code]

Dear [Employee/Stakeholder Name],

Subject: CCTV Policy Communication

We are writing to inform you about the implementation of our Closed-Circuit Television (CCTV) policy at [Company/Organization Name]. This policy is designed to ensure the safety and security of our premises, staff, and visitors.

1. ****Purpose of CCTV Installation****

The primary aim of installing CCTV is to deter criminal activity, monitor premises for safety, and provide a secure working environment.

2. ****CCTV Coverage****

The CCTV cameras will be placed in strategic locations throughout the [specify areas, e.g., parking lots, entry points, etc.]. Please be assured that our intention is not to infringe on privacy but to enhance security.

3. ****Data Management****

All footage will be recorded and stored securely, with access limited to authorized personnel only. The data will be retained for [specify duration] in compliance with applicable laws.

4. ****Employee Rights****

We respect the privacy of our employees and adhere to all legal requirements concerning CCTV surveillance. Employees have the right to access the data recorded about them, if applicable.

5. ****Questions and Concerns****

We encourage you to reach out with any questions or concerns regarding this policy. Please feel free to contact [Contact Person Name] at [Contact Number] or [Email Address].

Thank you for your understanding and cooperation as we implement these measures to improve our security.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]

[Enclosure: CCTV Policy Document, if applicable]