



Welcome to UK News 8th August 2018
your weekly update from around CEMEX UK

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CARING FOR FAMILIES

A Message From Michel



It is pleasing to report on a further incident free week in the UK this week and to celebrate the 5 years TRI free achievement of our South-East Aggregates operations, coming on top of their recent 10 years LTI free records. My sincere congratulations go to every team member. This is a further demonstration that leadership, teamwork and every day passion for looking after ourselves and our colleagues lead to sustainable incident free performance in our industry. Well done to all and thank you for this source of further inspiration!

We will concentrate on staying all safe during the week to come with a constant respect of our safety policies and procedures, starting with Stop Think and Check when undertaking an activity and always Stepping In when we observe any risk and or unsafe behaviour.

Take care,
Michel

The Importance Of Water Safety During School Holidays And Hot Weather



Andy Taylor writes: "It has been very sad and concerning to see the increase in drowning incidents coinciding with the current heat wave. Over the weekend there were reports of a 6 year old girl drowning in the sea off Margate, the recovery of the body of a 15 year old boy near Clacton and two people in their 20's dying in rivers in Bedfordshire and Berkshire. On Friday, we heard from media reports that the body of a 17 year old was recovered from a lake in a disused Quarry, formerly operated by one of our competitors.

Since the start of the school holidays, we have seen a significant increase in trespass on both operational and restored sites, with children/teenagers entering open water; 8 youths were found swimming in one of our Quarry lagoons, while swimming trunks and a towel left at another site belonged to a 12/13 year old. At one of our restored sites, it was reported recently that



two boys were swimming and became caught in the weeds, thankfully they were rescued by the local Sailing Club who were testing their new rescue boat and were able to come to their aid.

There is a file in the download section which provides guidance on the requirements for fencing, signage, rescue equipment, etc. for both operational and restored sites, while the leaflets are taken from the MPA Stay Safe website. The “Keeping Communities Safe Around Water” leaflet is new and specifically intended for site teams working near water where they may engage with trespassers, and for individuals involved with community engagement work; printed copies are available from David Yelland at MPA. Under the ‘Teenagers’ section of the MPA website, there is a library of useful information and guidance related to deterring trespass and water safety:

http://www.mineralproducts.org/youth_playsafe01.htm

We should ensure we have done everything we reasonably can to deter trespassers and warn them of the dangers on our sites. Please ensure fences, bunds, signage, etc are in good order and life-saving equipment present and fit for purpose (i.e. throw ropes, life buoys, etc.). During this time of increased risk, at any locations with open water, where there are concerns that trespass may be occurring, take action to employ temporary security.”

Safety Savvy Sessions At Preston Brook, Oldbury, Wenvoe And Sheffield



There were further Safety Savvy Sessions at various locations last week - Paul Cheeseman's first workshop was completed at Preston Brook with thanks to all attendees and to Ronnie Simpson in assisting. Initial feedback is all positive. Paul said he was happy to get the first one under his belt, and Craig Williamson congratulated Paul saying he was looking forward to attending a session with Steven Taylor next week. Paul

Cooke also said he enjoyed the session describing it as a “clever and fresh approach to a very important subject, it's going to be an easy ‘sell’ to my guys.”

Meanwhile at Oldbury, Callum McPhillips attended the first Safety Savvy workshop there, saying: “It's what you need to know to stay alive longer in a dangerous and uncertain world! Thanks to all that attended!” And Dave Goodman attended the first Safety Savvy training at Wenvoe delivered by Sam Shepherd. Dave commented: “Sam did a great job presenting the course and sharing the five truths known to the Safety Savvy. Well done Sam, you really got us thinking about what we do, what we say and making change.”



Finally, Steve Taylor reported on his Safety Savvy session in Sheffield at the Paving Solutions office. 13 delegates interacted and went away Safety Savvy aware - thanks to all who attended and Nigel for his much-valued assistance. Nigel Smith, who attended said: “Well done Steve, great to be part of the day and interesting to be able to stand back and see the reaction of the audience at certain parts of the presentation.”



CARING FOR CUSTOMERS

Reaching Our Specifier And Architect Audience With RIBA-Accredited CPD Seminars



Matt Tranter reports another milestone in our CPD rollout, having had another two presentations accredited by the Royal Institute of British Architects (RIBA). Our seminars on Mortars and Screed have been revitalised and revamped with information updated to match new standards. In addition, they have been given a visual rework with

changes to the running order to allow them to flow easily while remaining concise and informative.

This accreditation makes participation in CEMEX CPD sessions very attractive to architects and specifiers, and acquisition of this knowledge is a cornerstone of effective materials specification.

Thanks to John Shrimpton and Sean O'Donnell for their hard work in assisting with presentations in giving them a contemporary feel suitable for specifiers in the digital age.

Readymix Service Centre Team Get Hands-On At Southam Technical Centre



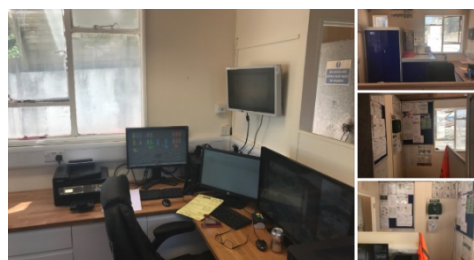
John Shrimpton sent these pictures of his team welcoming colleagues from our Readymix Customer Service Centre to The National Technical Centre last week for an introduction to Readymix Technology and Value Added Products, assisted by Sean O'Donnell who prepares the mixes.

Mike Higgins commented: "Thanks for running this John. These hands-on sessions give a great introduction to Readymix technology and our Value Added Products.

This is the third session of this kind to be run this year with further events scheduled later in the year. If anyone would like to join in these sessions, please contact us at the National Technical Centre."

CARING FOR SHAREHOLDERS

Great Teamwork In London Results In Smart New Batch Cabin At King's Cross



Thanks to Jamie Izzo who sent pictures and thanks to his team in London for the new remote batch office at Kings Cross Readymix Plant. Jamie and the Plant staff all mucked in to paint the cabin and install new worktops. Tony Conley very helpfully sorted all the IT equipment from the old office to the new one. It was a fantastic effort from the fantastic London team.



Tony Conley commented: "I had many changes during my Kings Cross days, but this beats them all. Well done Jamie and well done Team London".

Lex Russell echoed his comments saying: "Well done everyone. Shows what we can achieve when we have a great team in place."

Operational Efficiency In Action At Consett – Keeping Everyone Safe Too!



Dan Bateman kindly shared this helpful update on Yammer recently. He described discussions with Drivers and Plant Staff regarding Operational Efficiency at Consett Plant - it highlighted a visibility issue with a public footpath close to the gate. Operations Manager, Brian Goldsmith, has now fitted this mirror (see picture) near the entrance/exit to aid all Drivers and keep members of the public safe.

Dave Hart congratulated the team too saying: "Well done Dan and the team at Consett for making this simple but effective change to make the operation safer."

Well done Brian and all the team at Consett!

CARING FOR COMMUNITIES

CEMEX Works With RSPB To Respond To Government On Brexit Planning



Ensuring that we meet environmental performance requirements is a key part of the monitoring and reporting that goes on across our business. When the UK leaves the European Union on 29th March next year the legislation overseeing those rules will be wholly the responsibility of UK based governments and regulators. In anticipation of this the Secretary of State for the environment Michael Gove announced earlier this year that he will be creating a new Watchdog to replace the role of the European Commission and oversee organisations like the

Environment Agency and Natural England, as well as keeping a check on the Government's own actions. Ensuring that any new organisation works for both the environment and business is a difficult task, but working closely with our partners in the RSPB, CEMEX UK has helped develop a joint position which is reflected in our response to the Government's consultation on the new body and in joint statement recently posted by the RSPB here:

<http://ww2.rspb.org.uk/community/ourwork/b/martinharper/archive/2018/08/02/defra-39-s-plans-for-a-world-leading-watchdog-a-joint-statement-between-rspb-and-business-partners.aspx>



Langley Quarry Shows More Neolithic Remains From >3,000 Years Ago



Andy Scott in our National Reserves and Development team has the latest archaeological news from Langley Quarry in Berkshire. The uncovering of the extensive archaeological remains at Langley Quarry continue and the most recent investigations have uncovered a rare feature known as Causewayed Enclosure - these were built in the Early Neolithic period between 3,800 and 3,500 BC. They are a rare monument type, with less than 100 known from Britain, mostly across southern England. The causewayed enclosure at Datchet is only the second known example of this monument in east Berkshire, although the other lies nearby at Eton Wick. Remarkably there are also two other

examples known in this part of the Thames Valley at Dorney and at Staines (more-or-less under Junction 13 of the M25). The former has never been subject to archaeological investigation while the latter was subject to 'rescue' excavation in the 1960s prior to gravel extraction.

For those interested, a brief article from our contractor is available at the end of this document or in the download section of the UK News website.

Frank's Mighty Wickwar Oak Nominated For 'Tree Of The Year'



You may remember the story of Wickwar Quarry Manager, Frank Hogg, and his successful campaign to save an ancient Oak tree on our land in 2017. It was threatened with a major pruning and reduction of its canopy by the local power company, but Frank realised the importance of this majestic tree, contacted the Tree Protection Officer at South Gloucestershire Council and persuaded them to find an alternative solution.

Now we're delighted to report that The Wickwar Oak has been nominated in the 2018 Woodland Trust 'Tree of the Year' competition:

<https://www.woodlandtrust.org.uk/visiting-woods/tree-of-the-year-2018-nominations/> .

The Woodland Trust contacted us to ask to use the Wickwar Oak as an example of a tree with a real story to tell as part of our overview of the competition in their members magazine, Broadleaf. The tree, which has a girth of 10.5 metres, is comparable in size to the famous Major Oak in Sherwood Forest making it between 800 and 1000 years old. It could have been planted before the Battle of Hastings on land now owned by building materials supplier, CEMEX UK.

The great picture here shows Frank with his granddaughter, Edith, who first saw the tree about three years ago. She was fascinated by it and would run in and out of the big hole at the base, imagining fairies living in there.

Well done again Frank for ensuring the future of this ancient Oak, and let's hope it wins Tree of the Year! The results of the competition are out w/c 25th November to coincide with National Tree Week.



CARING FOR EMPLOYEES

Ferriby Fit Club Go Walking To Help Tony



Alison Stockdale from South Ferriby sent this heart-warming story this week explaining how they are trying to help a colleague during his time of need.

“A small group of us at Ferriby - Piotr Klepak, Alison Stockdale, Brownyn Brown and Tony Wade - have started a lunchtime walking session. The aim of this initially is to get Tony, who has recently been diagnosed with Prostate Cancer, get to a better fitness level. Tony is due to start his radiotherapy in September and we thought that by upping his fitness he would hopefully respond to the treatment a little better and take his mind off the illness. We walked up into the village of Ferriby and even managed a quick bowls session with a member of CEMEX bowls team. Our future aim is to use the outside gym equipment in the park as displayed by Tony in the photo. Anyone wanting to join us are more than welcome.”

Well done to all involved for your thoughtful teamwork to support and encourage Tony.

CEMEX Closed Circuit TV Systems And New GDPR Rules



Do you manage a site which operates a CCTV system? If the answer is yes.... please read on!

As you will know, the General Data Protection Regulations, about which all employees were recently written to, places a variety of obligations on the organisation with regards to how we handle personal data. Some of these regulations relate to the use we make of CCTV and the personal data CCTV records. The below advice seeks to complement existing communications on our approach to the GDPR and offer specific advice to

site managers on the use of CCTV.

Clear Signage – GDPR obliges us to advise people we have CCTV in use. The template at the bottom of this document or in the download section in the UK News website should be completed as appropriate (see list of specific purposes below) and clearly sign posted on the perimeter of the premises and at suitably located points within the site advising public, employees and visitors alike of the use and purpose of CCTV systems. The sign must include the purpose for which the CCTV is in use and the contact details through which an individual can exercise their right to a copy of the data. (Examples of both public facing and internal signs are at the bottom of this document or in the download section of UK News website).

Specific Purpose – The rationale for using our systems, which must be communicated to those affected (see Signage examples), stems from one or more of the following purposes:

- To protect buildings and assets from damage, disruption, vandalism and other crime
- Health and safety of staff, visitors and other members of the public
- To support law enforcement bodies in the prevention, detection and prosecution of crime
- Safe monitoring of productivity
- To assist in the resolution of disputes



- Protection of lone workers

Data Retention – Data will be retained only in accordance with the purpose for which it is recorded. Unused data will be deleted/over written after 30 days of retention. Where data is retained for evidential purposes, it shall be retained only for the duration required and for that purpose or otherwise as required by law enforcement agencies. Data will only be copied for legitimate purposes and in prior consultation with the CEMEX Data Protection Officer who can be contacted on dataprotectionUK@cemex.com

Data Access – Only those with a legitimate purpose shall have access to the CCTV system and its recorded data. Those with access should be kept to a minimum and restricted to the site or departmental manager, security and legal representatives.

Privacy Impact Assessment – CCTV should be positioned only according to its specific and legitimate purpose. Where cameras are focused wholly or partly on public land outside the CEMEX estate, such use must be justified and subject to a Privacy Impact Assessment (see template at the bottom of this document or in the download section of the UK News website).

New Systems and Cameras – As new CCTV systems or additional/replacement cameras are installed, as a matter of good practice, CEMEX UK will adopt the UK Surveillance Camera Commissioners 'Passport to Compliance' scheme. Completion of the attached PIA templates will ensure the installation of CCTV systems or alteration/additions to existing systems are justified and that use is compliant with the GDPR.

For further advice please contact Colin Jones, UK Security Manager on colinpeter.jones@cemex.com

June's Thanks For Your Effort Award Winners Are....



Jill Carter and Jeff Jones for their fast response to an emergency situation near their Quarry. An elderly member of the public suffered leg injuries by a horse in an adjoining field to Forest Hill Quarry. Jill and Jeff called for the emergency services and met them at the Quarry entrance before leading them to the scene. Due to the nature of the ground and access to the field, recovery of the injured person was difficult, and Jeff aided by a contract driver assisted the ambulance crew to carry the lady to the ambulance. Due to the prompt action and assistance from Jill and Jeff the injured lady received prompt attention from the emergency services. A friend of the injured lady, who was with her at the time of the incident, has been back to the Quarry to thank them for their help and assistance.



Actions such as these demonstrate that staff in CEMEX have 'people' to heart and are willing to assist whenever possible. Although production was stopped for a few hours during the event, it was the welfare of the injured person that was at the fore front of everybody's actions. Well done Jill and Jeff and congratulations on your award

THANKS FOR YOUR EFFORT RECOGNITION SCHEME

When an individual/team demonstrates one or more of our values they may be nominated for recognition, monthly winners are recognised in UK News and the Annual Team Talks. All employees are eligible and able to nominate. The monthly winners receive store vouchers to the combined value of £100.



Thanks For Your Effort Nominees



Well done to all the nominees for June's Award – your dedication and commitment to the company is tremendous and an example to everyone. Thank you.



The nominees are: Liam Goulding; Phil Repton/Dave Tyghe/Jimmy Mclarney; Andy Edwards; Barry Waterworth; Sian Trow; Ian Phillips; David Lunn/Dene Newbold/Peter Culbertson; Debbie Johnson and Ian Hunter.

Liam Goulding, Operative at Asphalt/Liverpool Docklands – The Docklands Plant was short-staffed due to holidays. Recently, night work came on for Monday and Tuesday - this was going to Lime Street Station so it made sense to come out of Docklands. Liam was more than happy to complete split shifts on both days. On the Monday night the vehicles were held on site which resulted in Liam only leaving Docklands at 1.00am. He was then in and on shift for 6:30am the following day. They had nights on Tuesday to the same place and again Liam rose to the challenge and helped out by completing another split shift. The dedication from all the team at Docklands is phenomenal and massively helping towards the success they have had and continue to develop.

Phil Repton, Dave Tyghe and Jimmy Mclarney at Asphalt Operations Salford Plant – Phil and the team had an unforeseen breakdown at the Salford Plant. They worked from 5.30am and stayed until midnight to replace failed bearings on the Main Screen – they had work on for the next day and also night work for the council and if they had not supplied they would have ended up with an expensive charge. No pressure was put on the team as the job was completed safely but everything went to plan from suppliers providing parts very quickly to the excellent fitting of the new bearings.

Andrew Edwards, Quarry Manager Aggregates Halkyn Quarry – An articulated vehicle working out of Halkyn was involved in an incident which resulted in the vehicle being involved in a runaway and crashing into an electric overhead cable pole and a garden wall. This occurred late on a Friday afternoon. Andy attended the scene and helped the police with their enquiries and remained there until late in the evening to ensure that the matter had been dealt with fully before leaving the scene. Due to the nature of the incident there were a lot of upset residents at the scene and he showed true professionalism by staying calm and trying to answer as many of their queries as possible.

Barry Waterworth, Operative at Asphalt Selby Coating Plant – Selby Coating Plant had a power outage at the beginning of the week. National Power supplied a generator to keep the site running all week while repairs took place. Repair crews showed up for short periods during the week and never when they said they would. On Friday afternoon whilst Barry was showering they arrived yet again (without our knowledge). Barry (once dressed) sorted permits inductions, etc. for them and stopped with them until the night shift came in. It was during this time that they informed him they would be completing the connections on Sunday. Barry had plans for the day which he cancelled to make sure the job was completed in a safe manner and was, in fact, late for his own birthday meal out due to making sure everyone left site safely. Barry showed leadership and was prepared to put the company above his own personal plans at extremely short notice.

Sian Trow, Assistant Quarry Manager Aggregates Taffs Well – We had received complaints at Taffs Well Quarry regarding the wrong product being loaded and this has become a matter of concern nationally resulting in quality alerts, emails to all QMs and a need for local focus to address the issue at



all sites. Sian used her initiative and not only carried out a comprehensive root cause analysis which identified the preventative actions required but created her own training package that was then rolled out to all staff at Taffs Well. It was so good that it was distributed immediately to all Quarry Managers and Assistants for use in their locations.

Ian Phillips, Area Technical Manager Aggregates North East – Ian has consistently demonstrated excellent customer service and commitment to deal with three customer issues in such a way as to improve CEMEX's standing with that customer. Firstly, Ian (living in North Wales) travelled up to the North East to meet Dave Blakelock, the owner of North East Concrete. He addressed his 2/6mm Basalt concerns with the result he's now collecting from us again. Secondly, he visited a Monday morning complaint in Northumberland with Evan Jobling Purser and Patrick Coulson of Jobling Purser to address a product complaint. Issues are now resolved. Finally, a delay in a customer's commissioning of a manufactured Aggregate plant has resulted in it clashing with the construction of two weighbridges on our site. This has resulted in Ian having to investigate and set up numerous other products to allow us to keep the contract and sell the product received.

David Lunn and Dene Newbold (Chepstow Plant), and Peter Culbertson (PMC Electrical), Mobile Plant Fitter, Contract Electrician, Earthworks Supervisor Aggregates Midlands – Berkswell Quarry suffered a systems failure overnight on a Friday evening which resulted in three electric water pump motors being submerged under water. This was discovered on the Saturday morning when all of the items were isolated, and the water was able to drain until lunch time so that it was safe to investigate. The three motors, as the pumps, are obsolete and the chances of obtaining three replacements was slim so they had to act fast. Late Saturday morning three team members were assembled, headed up by Dave Lunn and supported by two of our contractors, Peter Culbertson (PMC Electrical) and Dene Newbold (Chepstow Plant). They all arrived on site at 2.30pm and without any prompting Risk Assessments were carried out on the job and a method was developed, supported by a permit. The three pump units were removed and taken to the Quarry workshop to be stripped and dried out. This took until 8.30pm and Dave returned Sunday morning at 7.00am to reassemble and this was completed by 2.00pm, ready for reinstallation on the Monday. The processing plant was back in production by mid-day on Monday. These guys, without hesitation, offered to give up valuable family time to help CEMEX in a time of great need. No pressure was applied at any stage and they genuinely wanted to help out in this critical situation.

Debbie Johnson, Senior Quarry Operative Aggregates Midlands – The Midlands area currently has a high demand for all of its materials and at Berkswell Quarry we are fortunate in that they are having a new processing plant with increased capacity to be commissioned later this year. Due to continued high sand sales demand, stock levels were at a concerning level and a target was set to increase stock levels of concrete sand to 10,000 tones, which has been achieved. All the team has worked hard but we have one individual, Debbie Johnson, who has that has gone the extra mile. Debbie has been starting the Plant early in a morning and running on past normal finishing times. She has also operated the processing plant all day on Saturdays, taking full control of the operation while managing the two external contracted Loading Shovel Drivers. Quality of the materials has also been tested and monitored by Debbie who has taken full ownership by communicating results via the canteen notice board and directing the Loading Shovel Operators on suitability for loading following recent failures. During the month Debbie has learned the landfill OF System and had refresher training on the OF Aggregate System ahead of cover requirements following the resignation of our current weighbridge who leaves at the end of June. Recently on a Saturday we required supervision for contractors for a weighbridge calibration. Due to holiday commitments Debbie volunteered her services which involved her rearranging previously arranged personal commitments. Debbie has had a demanding month with a lot being asked of her she has risen to the challenge, more than achieved the goals set.



Ian Hunter, Rail Chargehand Dove Holes Quarry – Ian came into work on his day off to sort out the train orders for the following week and on his arrival, there had been a de-railment on one of the tracks. Ian, as rail chargehand, then took over responsibility for working with the contractors to get the de-railed trucks back on the lines. Ian then ensured that everybody who came to site were all inducted and had the correct paperwork in place before the job commenced to ensure that the job could be completed safely. This took up most of the day, but Ian was more than happy to stay until the de-railment was back on the tracks and ready to go again.

15 Years For Nicola



Congratulations to Nicola Drabble who recently completed 15 years service.

Nicola has worked for both Building Products and Aggregates over that time but most recently she has been a key member of the team that has grown the Aggregates Rail Freight business over the last six years. Nicola is a very valued member of that team and her efforts on a day to day basis are greatly appreciated.

Well done Nicola and thank you for all your hard work over the years. Nicola chose to spend her contribution towards a well-earned holiday to Greece.

Double Congratulations To Dan Lane



Kevin Cage updated us all with the news of a double celebration for Dan Lane - he and his wife have just welcomed into the world a beautiful baby girl called Lilly. All are doing well, and Dan can't wait for the sleepless nights at home to begin. Dan has also been successful in his application for the Quarry Manager's position at

Divet Hill Quarry – Kevin sent his congratulations to Dan on both counts and welcomed him to the North East Quarry Management team.

CEMEX Scotland Annual Golf Day

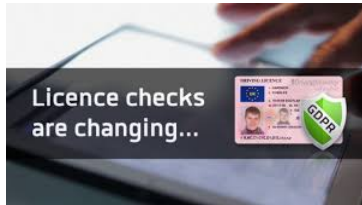


Congratulations to Jock Thomson, Hyndford Quarry, for winning the annual pitch and putt held at Brucefields Golf Club on Saturday 28th July. The course is a small Par 3, 9-hole course and Jock finished the round on a score of 36.

John Buchannan, who arranged the day, presented the winner, Jock, with the CEMEX claret jug and Derek Sim, Area Technical Manager, was presented with his trophy for winning the competition last year.



Driver Licence Checking – GDPR DVLA Requirements



As you are aware Alphabet manage our licence checking process and you will have been previously sent a mandate to allow them to check your driving licence with the DVLA. Due to the introduction of new GDPR legislation that came into effect on 25th May 2018, the DVLA have confirmed that all existing consent forms are being replaced with a new declaration form – Fair Processing Notice.

Therefore, Licence Bureau, on behalf of Alphabet, will be sending you an email and link asking you to complete this online in the next few days. These need to be completed by 25th August and will be valid for three years.

If you have any nominated drivers who can drive your company car, you will be prompted to supply their contact details. They will also be contacted by edecclaration@licencebureau.co.uk

At the bottom of this document or in the download section of the UK News website is some additional information provided by Alphabet and the DVLA.

HYDRATEM8.....



With the hot weather we have been experiencing over the past few months - even in Buxton this is possible!!, CEMEX Concrete Products Buxton has purchased all employees with a Hydratem8 tracker water bottle.

In many areas of the site employees can get very hot in this weather. These are a great way for employees to keep track of the amount of water they are taking in.

Paul Kania, Plant Manager, commented: 'This is a great idea to keep our employees hydrated whilst at work, 'Caring for Employees' and 'Caring for Families' drinking the recommended levels of water throughout a day helps you keep healthy.

Where People Are Now Based Following Thorpe Closure



On 30th June 2018 our Thorpe Head Office closed after 28 years. CEMEX UK's Head Office is now CEMEX House in Rugby which is also now the registered address for CEMEX UK Operations Ltd.

Below are the new locations for people previously based at Thorpe:

Now based at **Rugby Head Office:**

- **Country President – Michel Andre** – Country President, and joining Michel is his new Personal Assistant, Rita Panella
- **Communications – Martin Casey** – UK Communications and Public Affairs Director; **Liz Young** – External Communications Adviser; joining Martin's team in Rugby is **Harriet Aisthorpe** – Corporate Social Responsibility Specialist



- **Legal - Vishal Puri** – UK Legal Director; **Rebecca Wright** – Commercial Solicitor; joining Vish's Legal team in Rugby are **Mark Cole** – Property Solicitor, **Emma Ashenden** – Paralegal, **Emma Wright** – Legal Secretary
- **Strategic Planning – David Beck** – Strategic Planning Director
- **Process & IT – Clint Yarwood** – VIP & IT Support Leader
- **National Reserves Development – Pardip Shoker** – Principal Estates and Ratings Manager
- **Readymix – Marcus Rappensberger** – Regional Director South and London

Now based at **Egham Office** – address 1st Floor, 188 High Street, Egham, TW20 9ED (all telephone numbers as at Thorpe):



- **National Reserves Development – Mark Kelly** – Planning Manager; **Andy Scott** – Area Development and Estates Manager; **Alison Wise** – Principle Landscape Architect; **Alex Finn** – Restoration and Arboricultural Manager; **Torang Paiman** – Senior Planning Technician; **Alison Dornan** – Senior Estates Surveyor
- **Sustainability – Kevin Wilson** – Waste and Environmental Hydrogeology Manager; **Jethro Masere** – Contaminated Land Specialist; **Annette Symonds** – Environmental Technician
- **Personal Assistant to Chris Leese – Chris Lawes** – PA
- **Readymix – Mariska Hutt** – Supply Chain Team Leader; **Erin Frank** – Transport Planner; **Jack Comley** – Transport Planner; **Josh Winston** – Transport Planner; **Will Smith** – Transport Planner; **Tammy Wheatley** – Transport Planner; **David Rogers** – Transport Planner; **Emma Howell** – Technical Systems Supervisor
- **Human Resources – Sonam Sharma** – Compensation, Benefits and Pensions Manager; **Liz Burns** – HR Business Partner; **Paula Fielding** – HR Business Partner; **Denise Crook** – PA
- **Health and Safety – Jason Aked** – Health and Safety Adviser
- **BSO - Marianne Smith** – Financial Information Manager; **Zafar Siraj** – Financial Information Accountant; **Tahir Rashid** – UK Tax Adviser
- **Regional Tax – Imogen Parsons** – UK Tax Adviser
- **IT Procurement – Dawn Fox** – Processes & IT
- **CEMEX UK Properties – Michele Caldinez** – Rent and Properties Controller

Now based at **Southampton Office**:

- **BSO Risk team – Trevor Ridgewell** – Risk Management Director; **Stacey Jones** – Risk Management and Loss Prevention Analyst

Now based at **Croydon Office** – **Tony Connolly** – Process Development Support Manager

August CEMEX Lifestyle Offers

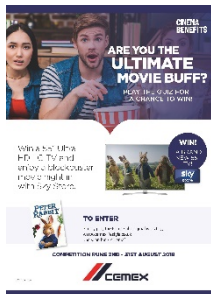


August is upon us and so are the new offers from CEMEX Lifestyle exclusively open to CEMEX employees via our Lifestyle website or customer number. Go to www.cemexlifestyle.co.uk or call 01908 352133 to take advantage of any of the offers.

The poster for August is at the end of this document or in the download section of the UK News website: www.cemexuknews.co.uk



Win A Brand New 55" TV Competition



To enter simply play the Peter Rabbit quiz by visiting www.cemexlifestyle.co.uk and search 'cinema'.

T&C apply.

Internal Vacancies

IVC Ref	Position	Company	Location	Closing date
292-08-2018	Readymix Technical Manager	National Technical	London Region	15/08/2018
293-08-2018	Trainee Quarry Manager	Aggregates East	Hatfield Quarry	17/08/2018
294-08-2018	Assistant Quarry Manager	Aggregates North East/Asphalt	Divet Hill	17/08/2018
295-08-2018	Fitter Fabricator	Aggregates South West and Wales	Freemans Quarry	13/08/2018
296-08-2018	Transport Planner Aggregates and Asphalt x 2	Aggregates Southern	Rugby Office	20/08/2018

For further details on other roles and a full listing of other vacancies, together with information on how to apply, please log on to CEMEX Shift > My Services > Internal Vacancies>New IVCs.

We would love to hear from you for the next edition

To send us a story: either click on 'submit a story' on the UK News website or email gb-communicationsandpublicaffairs@cemex.com

If you can, please include a photo too (taken in super fine landscape setting and saved as a jpeg.) Thank you.



Guidance Document

Fencing, signage and life saving standards relating to fresh water lagoons, silt ponds, lakes and open water on, or adjacent to, CEMEX premises.



Legal Position:

- ❑ We owe a Duty of Care to all persons who enter our premises.
- ❑ This duty extends to trespassers, and is increased where children (young persons of school age) are concerned.
- ❑ It is not practical to have a prescriptive Standard detailing the exact types of fencing, signage and life saving appliances we are required to provide on our premises - there are too many variables
- ❑ Each site therefore should have a “site specific” risk assessment in place:

The risk assessment should identify where we have water hazards, and assess our hardware (fencing, signs and life rings) and systems (inspections and maintenance) to ensure both are suitable and sufficient



There are four categories of hazardous water to be considered under the risk assessment:

Category 1 – Water contained **within** our operational areas for which we are responsible. These may include lakes, fresh water lagoons and silt ponds and are usually found within our active quarries and cement works.

Category 2 – Water contained **within** or **adjacent to** our operational areas for which we are not directly responsible because it has been let to a third party. These may include, for example fishing / sailing lakes that have been assigned to a third party.

Category 3 – Water **adjacent to** our operations but within our premises **or restored / vacant sites** for which we are still responsible. These may include restored quarry workings that have not been assigned to a third party, restored lagoons and fresh water lakes. These areas may extend beyond the boundaries of our active sites by some considerable distances.

Category 4 – Water **adjacent to** our premises which we neither own nor are responsible for. For example a canal, a local river, a nature reserve or a SSSI. These can be found alongside many of our premises including Concrete & Building Products sites and Wharf / Barging operations.



Category 1 – Water contained **within** our operational areas for which we are responsible. These may include lakes, fresh water lagoons and silt ponds and are usually found within our active quarries and cement works.

The Quarries Regulations should be the starting point for the Risk Assessment process and require, as a minimum:

- ☐ A good physical barrier, suitable to discourage trespass, is placed around the boundary of the quarry: and is properly maintained.
- ☐ Fences should always be provided at quarry boundaries near to schools, colleges, shops or a significant number of homes
- ☐ In rural areas where the risk of trespass is low, hedges, trenches and mounds may be enough. Where there is evidence of persistent trespass by children then a higher standard of fencing will be required.
- ☐ Warning signs and signs prohibiting entry should be placed at relevant positions around the boundary of the quarry. These signs should be placed where they can be readily seen by a person approaching (the quarry) from any direction, with recommended intervals of 75 metres.
- ☐ Public footpaths, bridleways and public rights of way that dissect our premises should also be fenced off wherever reasonably practicable.



Additional factors to be considered in the Risk Assessment are:

- ▶ **The edges of all excavations within the quarry.** Should be protected with a bund or similar and marked with signage to prevent inadvertent entry by unauthorised persons into a Danger Area.
- ▶ **Silt and Weir lagoons.** Should be protected by a fence, or similar, to prevent inadvertent entry by unauthorised persons into a Danger Area. Silt lagoons should be fenced, even after the surface of a lagoon has dried out, up and until they are safe to access.
- ▶ **Fresh Water Lagoons.** Do not have to be fenced.
- ▶ **Public footpaths, bridleways and public right of way.** Where these footpaths dissect our premises they should, where reasonably practicable, be fenced (on both sides) to the same standards as the site boundary.
- ▶ **Warning signs.** An adequate number of warning signs should be displayed:
 - Around the boundary of the site.
 - Around all silt lagoons, settlement pits and fresh water lagoons.
 - At the beginning, end and along the length of all public footpaths etc.
 - Warning signs should be displayed at intervals so they can be seen by any person approaching from any foreseeable direction.
 - Signs should be clear, unambiguous and, where possible, pictorial in nature.



Additional factors to be considered in the Risk Assessment are (Cont):

- └─▶ **Life saving appliances.** An adequate number of life rings / throw ropes should be placed at relevant positions around all fresh water lagoons, silt ponds and settlement pits. The distance between any two appliances should not exceed 150 metres.
- └─▶ **Inspections and maintenance.** The frequency of boundary, signs and appliance inspection should be dictated by local conditions and stated in the site inspection scheme.
 - Where there is no evidence of trespass etc, then a monthly inspection programme may suffice. Greater incidence of trespass would require a more frequent programme – possibly on a weekly basis.
 - Any damage to our property or evidence of trespass must be recorded.
 - Full details of remedial actions / repairs undertaken must also be maintained



Category 2 – Water contained **within** or **adjacent to** our operational areas for which we are not directly responsible because it has been let to a third party.

These may include, for example fishing / sailing lakes that have been assigned to a third party.

Factors to be considered in the Risk Assessment are:

- **Responsibilities.** Responsibilities for co-ordinating health and safety control measures should be clearly defined, assigned as appropriate and documented. Where required the Properties Department will provide advice on contractual agreements; however it should be clear who is responsible for such things as the provision, inspection and maintenance of safe access routes, lighting, fencing, signage, rescue equipment, emergency procedures etc. Consideration should also be given to responsibilities for first aid, insurance arrangements, etc.
- **Demarcation.** Areas that have been demarcated out of the operations and assigned to a third party should be marked on a plan and made apparent on site.
- **Access Arrangements.** Particular attention should be paid to access routes through operational areas to ensure effective traffic management, with vehicle and pedestrian segregation, designated walkways, etc.



Category 3 – Water **adjacent to** our operations but within our premises **or restored / vacant sites** for which we are still responsible.

These may include restored quarry workings that have not been assigned to a third party, restored lagoons and fresh water lakes.

These areas may extend beyond the boundaries of our active sites by some considerable distances.



Wherever possible, in conjunction with the Properties Department, consideration should be given to assigning responsibility for these areas to tenants, clubs, associations, etc.

If this is not possible the risks and probability of injury should be considered against the cost of control measures. Where Reasonably Practicable we should achieve the same standards in these restored areas as we do to our active premises.

Therefore, in these circumstances, the factors to be considered in the Risk Assessment are:

- ↳ **Boundary fencing.** That a barrier is appropriate where it is reasonably foreseeable that members of the public, including children, are **likely** to trespass.
- ↳ **Prohibition Signs.** An adequate number of warning signs and signs prohibiting entry should be placed at relevant boundary positions where there is a likelihood of trespass.
- ↳ **Warning signs.** Warning signs and signs prohibiting swimming should be placed at relevant positions around the boundary of any water.
- ↳ **Silt lagoons and settlement pits.** All silt lagoons should be protected by a fence, or similar, to prevent inadvertent entry by unauthorised persons into a Danger Area.



Additional factors to be considered in the Risk Assessment are (Cont)

- ▶ **Life saving appliances.** An adequate number of life rings / throw ropes should be placed at relevant positions around all fresh water lagoons, silt ponds and settlement pits. In the majority of situations there should be one in every 150 metre stretch of **readily accessible** waters edge.
- ▶ **Site visitors.** The same standard of fencing, signs and life rings is required in the immediate area around any facilities CEMEX provide to the general public. These include the provision of car parks, viewing galleries and foot paths leading to Nature Reserves, SSSI etc.
- ▶ **Public footpaths, bridleways and public rights of way.** Where these footpaths dissect our premises signs and fencing should be in place
- ▶ **Inspections and maintenance.** The frequency of boundary, signs and appliance inspection should be dictated by local conditions.
- ▶ **Third Parties.** If the water is let, leased or hired to a third party i.e. a fishing club then responsibility for managing its safety should ideally be transferred to them.



Category 4 – Water **adjacent to** our premises which we neither own nor are responsible for.

For example a canal, a local river, a nature reserve or a SSSI. These can be found alongside many of our premises including Concrete & Building Products sites and Wharf / Barging operations.

Factors to be considered in the Risk Assessment are:

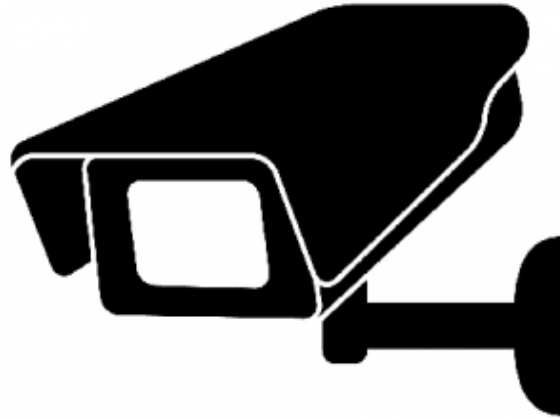
- ↳ River / lake operations. On some rivers and lakes we have barge loading and discharge operations in place. The same standard of fencing, signs and life rings is required but only around our operations and, where applicable, along the edge of our jetty / wharf.
- ↳ Public access. Whilst we are not responsible for this category of water we need to ensure the public cannot access it through our premises.

In addition fencing should be provided where it is foreseeable the public could attempt to access our premises from the water.





CCTV SURVEILLANCE IN USE



**In compliance with: The General Data Protection
Regulations and Data Protection Act 2018**

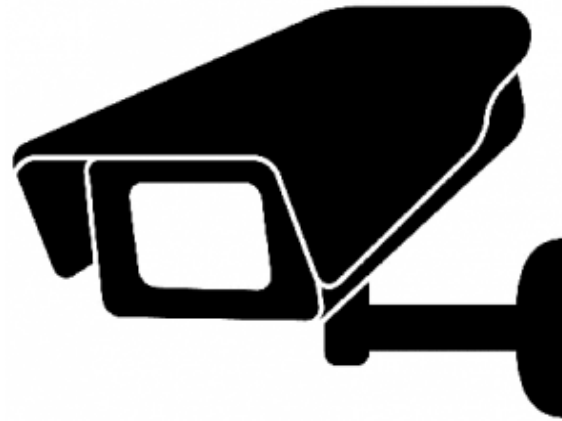
CCTV operated by: CEMEX UK.

Contact: dataprotectionUK@Cemex.com

CCTV in use for the purpose of: Support to law
Enforcement Bodies in the Prevention, Detection and
Prosecution of Crime



CCTV SURVEILLANCE IN USE



**In compliance with: The General Data Protection
Regulations and Data Protection Act 2018**

CCTV operated by: CEMEX UK.
Contact: dataprotectionUK@Cemex.com

CCTV in use for the purpose of: Safe monitoring of
productivity



**SURVEILLANCE CAMERA
COMMISSIONER**

PRIVACY IMPACT ASSESSMENT

PRIVACY IMPACT ASSESSMENT

The template below is designed to assist you in carrying out a privacy impact assessment (PIA).

Privacy Impact Assessment screening questions

These questions are intended to help you decide whether a PIA is necessary.

Camera location (if applicable)

Camera Number (if known)

Camera type (PTZ, Static etc.)

Is CCTV system covered by ICO registration number? ☐ Yes ☐ No

If so, please state

Has the Surveillance Camera Code of Practice self-assessment tool been used to assist in completion of this PIA? ☐ Yes ☐ No

Will this proposed installation be part of an existing CCTV system certified to the Surveillance Camera Code of Practice? ☐ Yes ☐ No

Checklist

Answering 'yes' to any of the following questions is an indication that a PIA would be a useful exercise. You can expand on your answers as the project develops if you need to.

Introduction of a new surveillance camera system or additional camera (includes static cameras) which can collect new personal information about individuals ☐ Yes ☐ No

Changing location and/or field of view of an existing camera ☐ Yes ☐ No

Upgrading cameras which can obtain additional views or enhanced views which may impact on privacy e.g. HD cameras, IR lighting, more powerful lenses, 360 degree cameras ☐ Yes ☐ No

Introduction of new technology that may affect privacy (e.g. Automatic Number Plate Recognition, Body Worn Video, Automated Recognition Technology, Unmanned Aerial systems (Drones) or similar ☐ Yes ☐ No

If so, please state

Using re-deployable cameras (to be completed for every new deployment) ☐ Yes ☐ No

Installation of the camera results in decisions or action against individuals in ways that can have significant impact on them (this would include, fine, notifying police, patching through images of suspects to police control rooms and Regulation of Investigatory Powers Act 2000 – RIPA) ☐ Yes ☐ No

Is the information collected about individuals of a kind likely to raise privacy concerns or expectations? For example, criminal records or other information that people would consider particularly private. (Note: may include radio transmissions from the CCTV Control room to store watch and pub watch systems. These regularly mention individuals and their previous convictions which can be heard by members of the public as well as suspect. The risk would need to be identified in the PIA and the solutions addressed.) ☐ Yes ☐ No

Introduction of Wi-Fi, microwave, GSM, airwave transmission etc. ☐ Yes ☐ No
(Is it encrypted?)

If so, please state

Extending periods of recording ☐ Yes ☐ No

Upgrade in recording frames per second (increase in image capture) ☐ Yes ☐ No

Analogue to digital recording ☐ Yes ☐ No

Where other agencies/organisations are involved in activities where there is potential for privacy to be compromised, e.g. monitoring, handling, processing, sharing data/images etc. ☐ Yes ☐ No

Any alteration to the way images and data are handled, viewed, processed, disclosed, shared, disposed, retrieved, accessed, stored ☐ Yes ☐ No

Any other process or use which increases the risk to privacy ☐ Yes ☐ No

If so, please give details

Does the introduction of a camera system or individual camera increase the risks to the Organisation? E.g. potential non-compliance with data protection or other legislation, legal actions by individuals, etc. ☐ Yes ☐ No

If you tick 'YES' to any of the above, please complete the following PIA. If in doubt it would be advisable to complete a PIA anyway.

Privacy Impact Assessment Template

This template is an example of how you can record the PIA process and results. You can start to fill in details from the beginning of the project, after the screening questions have identified the need for a PIA.

1. Identify the need for a PIA

The following are examples of some of the possible aims of the installation/project. If applicable tick one or more of the following aims then briefly explain what the benefits will be to the organisation, individuals and other parties. If there are other aims please detail and explain.

You can refer to other documentation related to the proposed installation or project e.g. Operational Requirement, business case, project proposal, feasibility survey etc.

1.1 Aims

- ☐ a. reducing the fear of crime
- ☐ b. deterring and preventing crime
- ☐ c. assisting in the maintenance of public order and reducing offences
- ☐ d. provide high quality evidence which may assist in the detection of crime and the apprehension and prosecution of offenders
- ☐ e. protecting property
- ☐ f. providing assistance with civil claims
- ☐ g. providing assistance with issues relating to public safety and health
- ☐ h. providing assistance and reassurance to the public in emergency situations
- ☐ i. Assist with traffic management
- ☐ j. Recognition of number plates (ANPR)
- ☐ k. Other, please specify

1.2 Benefits

Having identified the aims please explain the benefits to your organisation, to individuals and to other parties. This could include such things as reduction in crime and offences, reduction in fear of crime, detection of anti-social behaviour etc. The benefits should be capable of being measured and not anecdotal (If you have completed an operational requirement (OR), as recommended, in relation to this PIA please refer to the OR for risk analysis)

1.3 Summarise why the need for a PIA was identified

Completion of the screening questions will assist in identifying the need for a PIA.

Possible needs might include:

- ☐ a. Capture of new personal data/images
- ☐ b. New or additional locations/areas which have potential for privacy implications
- ☐ c. Use of new technology which is capable of capturing enhanced images e.g. BWV, automated recognition, 360 degree views, higher powered equipment, etc
- ☐ d. Surveillance camera systems with audio recording capability e.g. BWV
- ☐ e. Alteration to the way images and data are handled, viewed, processed, disclosed, shared, disposed, retrieved, accessed, stored
- ☐ f. Use of technology which captures vehicle registration numbers (ANPR)
- ☐ g. Other, please specify

2. Describe the information flows

You should describe the collection, use and deletion of personal data here and it may also be useful to refer to a flow diagram or another way of explaining data flows.

2.1 How is information collected?

- | | |
|---|---|
| ☐ CCTV camera | ☐ BWV |
| ☐ ANPR | ☐ Unmanned aerial systems (drones) |
| ☐ Stand-alone cameras | ☐ Real time monitoring |
| ☐ Other (please specify) | |

2.2 Does the systems technology enable recording?

- ☐ Yes ☐ No

Please state where the recording will be undertaken (no need to stipulate address just Local Authority CCTV Control room or on-site would suffice for stand-alone camera or BWV)

Is the recording and associated equipment secure and restricted to authorised person(s)? (Please specify, e.g. in secure control room accessed restricted to authorised personnel)

2.3 What type of transmission is used for the installation subject of this PIA (tick multiple options if necessary)

- | | |
|--|--|
| ☐ Fibre optic | ☐ Wireless (please specify below) |
| ☐ Hard wired (apart from fibre optic, please specify) | ☐ Broadband |
| ☐ Other (please specify) | |

2.4 What security features are there to protect transmission data e.g. encryption (please specify)

2.5 Where will the information be collected from?

- | | |
|---|--|
| ☐ Public places (please specify) | ☐ Car parks |
| ☐ Buildings/premises (external) | ☐ Buildings/premises (internal public areas) (please specify) |

- ☐ Other (please specify)

2.6 From whom/what is the information collected?

- | | |
|--|-----------------------------------|
| ☐ General public in monitored areas (general observation) | ☐ Vehicles |
| ☐ Target individuals or activities (suspicious persons/incidents) | ☐ Visitors |
| ☐ Other (please specify) | |

2.7 Why is the information being collected? (Please refer to additional documentation where available)

- | | |
|---|---|
| ☐ Crime prevention and detection | ☐ Traffic control purposes |
| ☐ Parking enforcement | ☐ Intelligence |
| ☐ Missing person(s) | ☐ Other (please specify) |

2.8 How is the information used? (tick multiple options if necessary)

- ☐ Used by CCTV operators to detect and respond to unlawful activities in real time
- ☐ Used by CCTV operators to track and monitor suspicious persons/activity
- ☐ Used to search for vulnerable persons
- ☐ Used to search for wanted persons
- ☐ Used to support post incident investigation by authorised agencies, including judicial system
- ☐ Used to provide intelligence for authorised agencies
- ☐ Other (please specify)

2.9 How long is footage stored? (please state retention period)

2.10 Retention Procedure

- ☐ Footage automatically deleted after retention period
- ☐ System operator required to initiate deletion
- ☐ Under certain circumstances authorised persons may override the retention period e.g. retained for prosecution agency (please explain your procedure)

2.11 With which external agencies/bodies is the information/footage shared?

- | | |
|---|--|
| ☐ Statutory prosecution agencies | ☐ Local Government agencies |
| ☐ Judicial system | ☐ Legal representatives |
| ☐ Data subjects | ☐ Other (please specify) |

2.12 How is the information disclosed to the authorised agencies

- ☐ Only by onsite visiting
- ☐ Copies of the footage released to those mentioned above (please specify below how released e.g. sent by post, courier, etc)
- ☐ Offsite from remote server
- ☐ Other (please specify)

2.13 Is there a written policy specifying the following? (tick multiple boxes if applicable)

- ☐ Which agencies are granted access
- ☐ How information is disclosed
- ☐ How information is handled
- ☐ Recipients of information become Data Controllers of the copy disclosed

Are these procedures made public? ☐ Yes ☐ No

Are there auditing mechanisms? ☐ Yes ☐ No

If so, please specify what is audited (e.g., disclosure, production, accessed, handled, received, stored information)

2.14 Do operating staff receive appropriate training to include the following?

- ☐ Legislation issues
- ☐ Monitoring, handling, disclosing, storage, deletion of information
- ☐ Disciplinary procedures
- ☐ Incident procedures
- ☐ Limits on system uses
- ☐ Other (please specify)

2.15 Do CCTV operators receive ongoing training?

☐ Yes ☐ No

2.16 Are there appropriate signs which inform the public when they are in an area covered by surveillance camera systems?

☐ Yes ☐ No

3. Consultation requirements

Explain what practical steps you will take to ensure that you identify and address privacy risks. Who should be consulted internally and externally? How will you carry out the consultation?

You can use consultation at any stage of the PIA process. It will be necessary to concentrate any consultation into 'privacy issues'.

Note: there are guidelines on consultation for the public sector issued by the Cabinet Office and elsewhere in this guidance.

3.1 Who have you consulted with? (tick multiple options if necessary)

Internal Consultations

- | | |
|--|---|
| ☐ Data Protection officer | ☐ Engineers, developers, designers, installers |
| ☐ Information Technology | ☐ Planning |
| ☐ Procurement | ☐ Data Processors |
| ☐ Corporate governance/Compliance | ☐ Research, analysts and statisticians |
| ☐ Senior management | ☐ Other (please specify) |

External Consultations (tick multiple options if necessary)

- | | |
|---|---|
| ☐ General public | ☐ Local residents |
| ☐ Business | ☐ Education establishments |
| ☐ Neighbourhood panels | ☐ Other (please specify) |

3.2 How did you undertake the consultation with the above (e.g. focus groups, on-line public survey, public meetings, targeted mail survey, etc)? (please explain)

3.3 Is feedback available to view?

- ☐ Yes ☐ No

3.4 What feedback did you have and have you acted on it? (please explain or attach results)

4. Identify the privacy and related risks

Below are some suggested risks and solutions. Feel free to use some or all of them or some of your own.

The below table provides some examples of possible privacy risks related to the use of a CCTV system. Operators can use this list as a starting point; however, not all of these risks may apply to all CCTV systems or all PIAs.

Identify the key privacy risks and the associated compliance and corporate risks. Larger-scale PIAs might record this information on a more formal risk register. Remember that the aim of a PIA is not to completely eliminate the impact on a privacy risk. The options in dealing with the risks are to eliminate, reduce or simply accept them.

Privacy issue	Risk to individuals	Compliance risk	Associated organisation / corporate risk
Collecting/ exceeding purposes of CCTV system	New surveillance methods may be unjustified intrusion on persons privacy	Non-compliance with Data Protection, Human Rights legislation	Loss of reputation Fines and sanctions
Retention of images/information for longer than necessary	Owner retaining personal images/information longer than necessary	Non-compliance with Data Protection, Human Rights legislation	Loss of reputation Fines and sanctions
Lack of policies and procedures and mechanisms	No public availability of CCTV code of Practice which details how personal data handled, stored, disclosed etc.	Non-compliance with Data Protection, Human Rights legislation	Loss of reputation Fines and sanctions
Lack of signage	Public not made aware that they are entering an area monitored by surveillance system	Non-compliance with Data Protection, Human Rights legislation	Loss of reputation Fines and sanctions

5. Identify privacy solutions

Describe the actions you could take to reduce the risks, and any future steps which would be necessary (e.g. the production of new guidance or future security testing for systems).

Note: please mark any 'privacy by design' solutions with an asterisk *

Risk	Solution(s)	Result: is the risk eliminated, reduced, or accepted?	Evaluation: is the final impact on individuals after implementing each solution a justified, compliant and proportionate response to the aims of the project?
Collection of images/information exceeds purposes	Restrict collection of images/information to identified purposes and locations. Implement appropriate technological security measures and document *	Reduced	If the images were reduced to the identified purposes by introducing 'Privacy zones'. The collection of images/ information would be justified, compliant and proportionate
Retention of images/information	Introduce retention periods to only keep information for as long as necessary. These are specified in the publicly available CCTV Codes of Practice.	Reduced	As stated retention periods introduced and specified are justified, compliant and proportionate
Lack of policies and procedures and mechanisms	Produce policies for handling, storage, disclosure of images/information and make them publicly available in the CCTV Codes of Practice.	Eliminated	Relevant policies now available as stated This is now justified, compliant and proportionate
Lack of signage	Gap analysis of area covered by CCTV system to ascertain if there is prominently placed signage at the entrance to the area monitored and also within that area. All signs to be mapped and audited regularly.	Reduced	Gap analysis indicated not enough prominent signs. Now installed an additional 12 signs and also mapped all existing signage. This is now justified, compliant and proportionate

6. Sign off and record the PIA outcomes

This section is for the decision maker in the organisation to sign off each risk. Who has approved the privacy risks involved in the project; what solutions need to be implemented; who and at what level?

The example below shows the information required. You will need to list each identified risk, solution and approved sign off.

[illegible]



PRIVACY IMPACT ASSESSMENT

**CONDUCTING A PRIVACY IMPACT ASSESSMENT ON
SURVEILLANCE CAMERA SYSTEMS (CCTV)**

Principle 2 of the surveillance camera code of practice states that the use of a surveillance camera system must take into account the effect on individuals and their privacy, with regular reviews to ensure its use remains justified. The best way to ensure this is by conducting a privacy impact assessment before the system is installed and when a new camera is being added on to an existing system. This will assist in managing any privacy issues the use of the surveillance system might have.

A privacy impact assessment (PIA) enables operators to unpick risks to compliance with the Data Protection Act 1988 and the Human Rights Act 1998. The PIA should initially consider the pressing need that the system seeks to address and the impact that recording may have on individual's privacy. It is important to decide whether the proposed system can be justified as proportionate to the reason it is needed.

In undertaking a privacy impact assessment you must take into consideration your obligations under the Data Protection Act 1998 and follow the guidance provided in the Information Commissioner's Office's (ICO) **CCTV code of practice**.

This privacy impact assessment template is specifically for those organisations that must have regard to the surveillance camera code of practice under the Protection of Freedoms Act 2012. It also helps organisations to address their data protection and human rights obligations.

A PIA does not always have to be conducted as a completely separate exercise and it can be incorporated into project planning or other management and review activities.

In deciding whether to conduct a PIA and its scope, consideration must be given to the nature and scope of the surveillance camera activities and their potential to impact on the privacy rights of individuals.

A PIA should be considered when you are reviewing your surveillance camera systems and when you are considering introducing new technology connected to them.

A privacy impact assessment should be considered when any of the following apply:

- When you are introducing a new surveillance camera system.
- If you are considering introducing new or additional technology that may affect privacy (e.g. automatic number plate recognition (ANPR), body worn cameras, unmanned aerial vehicles (drones), megapixel or multi sensor very high resolution cameras).
- When you are changing the location or field of view of a camera or other such change that may raise privacy concerns.
- When you are reviewing your system to ensure that it is still justified. It is recommended that you review your system annually (see ICO CCTV Code of Practice and Surveillance Camera Code of Practice Principle 10).
- If you are considering the capture of an additional identifier such as vehicle registration mark to enable ANPR.
- The activity or change will engage heightened privacy concerns such as voice recording and biometric recognition such as facial and gait recognition.
- If your system involves any form of cross referencing to other collections of personal information.
- If your system involves more than one company or agency undertaking activities either on your behalf or in their own right.
- When you change the way in which the recorded images and information is handled, used or disclosed.
- When you increase the area captured by your surveillance camera system.
- When you change or add an end user or recipient for the recorded information or information derived from it.

Description of proposed surveillance camera system

Provide an overview of the proposed surveillance camera system

This should include the following information:

- An outline of the problem the surveillance camera system is trying to resolve.
- Why a surveillance camera system is considered to be the most effective way to solve the issues.
- How the surveillance camera system will be used to address the problem (identified above).
- How success will be measured (i.e. evaluation: reduction in crime, reduction of fear, increased detection etc).

In addition, consideration must be given to proportionality, legality, accountability and necessity. Any interference by a public authority of an individual's rights must be justified.

Therefore the following questions must be considered as part of a PIA:

- Is the surveillance activity established on a proper legal basis and is it undertaken in accordance with the law?
- Is the surveillance activity necessary to address a pressing need, such as public safety, crime prevention or national security?
- Is it justified in the circumstances?
- Is it proportionate to the problem that it is designed to deal with?

If the answer to any of these questions is no, then the use of surveillance cameras is not appropriate.

Otherwise please proceed to complete the template below.

PRIVACY IMPACT ASSESSMENT TEMPLATE

The privacy impact assessment template comprises two parts.

Level one considers the general details of the surveillance camera system and supporting business processes, level two considers the specific implications for the installation and use of cameras

Template – Level One

Location of surveillance camera system being assessed:

Date of assessment

Review date

Name of person responsible

Data Protection Act 1998 and Surveillance Camera Code of Practice 2013

1. What is the organisation's purpose for using the surveillance camera system and what are the issues that the system aims to address? Evidence should be provided which should include relevant available information, such as crime statistics for the previous 12 months, the type, location, times and numbers of crime offences, housing issues relevant at the time, community issues relevant at the time and any environment issues relevant at the time.

2. Can a surveillance camera technology realistically deliver these benefits? State why the use of surveillance cameras will deliver these benefits in practice including evidence to justify why that would be likely to be the case.

3. What are the views of those who will be under surveillance? Please outline the main comments from the public resulting from your consultation – some consultation should be undertaken in the area being considered for a surveillance camera scheme. This can often be achieved by existing local consultation mechanisms such as local area committees, police beat meetings; but, if necessary depending on the privacy intrusion of the surveillance in question, other mechanisms could be considered such as face to face interviews, questionnaires being sent to residents/businesses and addressing focus groups, crime & disorder partnerships and community forums.

4. Have other less privacy-intrusive solutions such as improved lighting been considered? There is a need to consider other options prior to the use of cameras. For example, could improved lighting deliver the same benefit? Does the camera operation need to be 24/7? Where these types of restrictions have been considered, provide reasons for not adopting them and opting to use surveillance cameras as specified.

5. What are the benefits to be gained from using surveillance cameras? Give specific reasons why this is necessary compared to other alternatives. Consider if there is a specific need to prevent/detect crime in the area. Consider if there would be a need to reduce the fear of crime in the area, and be prepared to evaluate.

6. What are the privacy issues arising from this surveillance camera system? State the main privacy issues relating to this particular system. For example, the extent of information recorded, whether it will be only on those who are suspects or include those who are not, concerns arising from its use, retention and disclosure, likely expectations of those under surveillance and impact on their behaviour, level of intrusion into their lives, effects on privacy if safeguards are not effective.

7. Have any privacy by design features been adopted to reduce privacy intrusion? Could any features be introduced as enhancements? State the privacy enhancing technical and other features that have been identified, considered and accepted or rejected. For example, has consideration been given to the use of technical measures to limit the acquisition of images, such as privacy zones installed on cameras that overlook residential properties, etc? If these have not been adopted, provide a reason.

8. What organisations will be using the CCTV images and where is data controller responsibility under the Data Protection Act 1998? List the organisation(s) that will use the data derived from the camera system and identify their responsibilities, giving the name of the data controller(s). Specify any data sharing agreements you have with these organisations.

9. Do the images need to be able to identify individuals, or could the scheme use other images not capable of identifying individuals? Explain why images that can identify people are necessary in practice. For example cameras deployed for the purpose of ensuring traffic flows freely in a town centre may not need to be able to record images of identifiable individuals, whereas cameras justified on the basis of dealing with problems reflected in documents showing the current crime hotspots may need to capture images of identifiable individuals.

10. Will the surveillance camera equipment being installed and the system of work being adopted be sustainable? Is there sufficient funding for the scheme? Consideration should be given as to how the revenue costs (e.g. monitoring, transmission) are going to be met, to ensure that the system remains effective and justified over its projected lifespan. State how long funding has been secured for.

11. Will the particular system/equipment being considered deliver the desired benefit now and in the future? State how the system will continue to meet current and future needs, including your review policy and how you will ensure that your system is up to date. It is recommended that you conduct a minimum of an annual review of your system in order to consider whether it is still appropriate and able to meet the specified need it was set up to deliver.

12. What future demands may arise for wider use of images and how will these be addressed? Consider whether it is possible that the images from the surveillance camera scheme will be used for any other purpose (e.g. traffic monitoring, enforcement, ANPR) in future and how such possibilities will be addressed. Will the cameras have a future dual function?

Human Rights Act 1998

Section 6(1) of the Human Rights Act 1998 (HRA) provides that it is unlawful for a public authority to act in a way which is contrary to the rights guaranteed by the European Convention on Human Rights. Therefore in addition to the above, if you are a public authority, you must make sure that your system complies with the requirements under the HRA.

1. Is the system established on a proper legal basis and is it operated in accordance with the law? State the statutory or other powers which provides the basis for the activity.

2. Is the system necessary to address a pressing need, such as public safety, crime prevention or national security? Articulate the problem and why this is a pressing concern.

3. Is it justified in the circumstances? Provide the justification.

4. Is it proportionate to the problem that it is designed to deal with? Explain why the level of privacy interference is proportionate to the overall privacy impact.

5. Do any of these measures discriminate against any particular sections of the community?

Detail whether the proposed surveillance will have a potential discriminatory or disproportionate impact on a section of the community. For example establishing a surveillance camera system in an area with a high density of one particular religious or ethnic group.

PRIVACY IMPACT ASSESSMENT LEVEL TWO

The Level 2 privacy impact assessment template is designed to give organisations a simple and easy to use document to record various placements and devices on their surveillance camera system and to demonstrate the recognition and reduction of 'risk' to privacy impact across their network or system.

This document seeks to satisfy the privacy impact assessment in principle two of the Surveillance Camera Code of Practice.

Principle 2 - The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.

When looking at the obligation under the code a risk assessment methodology has been developed to help organisations identify any privacy risks to individual or specific group of individuals (e.g. children, vulnerable people), compliance risks, reputational risks to the organisation and non-compliance with the Protection of Freedoms Act and/or the Data Protection Act.

A system that consists of static cameras in a residential housing block will generally present a lower risk than a system that has multiple High Definition Pan Tilt and Zoom (PTZ) cameras. However, the privacy impact assessment should help identify those cameras (irrespective of the type) that may be directed at a more vulnerable area (e.g. a children's play area) and therefore presenting a higher privacy risk. This approach allows the organisation to document a generic approach to the intrusion into privacy, catalogue your cameras by type and location, and finally identify any cameras that present specific privacy risks and document the mitigation you have taken.

An example of a risk assessment guide is shown in Appendix One

When undertaking a privacy impact assessment, it is important to be able to confirm where the organisation's cameras are sited. The system asset it is considered to be good practice for all organisations to maintain an asset register for all of their devices. This allows the system owner to record each site and equipment installed therein categorised in a manner to lead into the level two process.

If any new site or installation sits outside of the pre-defined fields, then new categories can be added as required

Overall step one and step two will cover the uses of devices of the system. However, it may not be practicable to publically list or categorise each individual asset.

A register can be developed to capture the information required.

Template – Level Two

Step 1 (definition of camera types utilised)

Cameras Specification: System operator owner should include below all camera types and system capabilities (e.g. static, PTZ, panoramic, ANPR) and their likely application and expected use. This will differ by organisation, but should be able to reflect a change in the cameras ability due to upgrade.

Please see example below:

ID	Camera types	Makes and models used	Amount	Description	Justification and expected use
1.	Standard Static	Bosch, Axis, Samsung, Pelco	300	Static images, no movement or zoom function	Fully monitored rec 24hrs, zooming..., Public Safety
2.	Standard PTZ	MICI 400/550, Predator PTZ, Predator White light	150	Pan tilt and zoom function, Standard definition	Public space monitoring from CCTV control room 24 hrs
3.	High-zoom PTZ	JVC “box” (pentax lens), Bosch Shoe box	50	Pan, tilt and zoom function. long zoom lenses, idea for long distance monitoring	Long stretches of road, across large areas of land. This provides better coverage over straight roads and ensures an ability to get a high quality image over long distances.
4.	HD static				
5.	HD PTZ				
6.	Covert				
7.	ANPR Cameras (PNC)				
8.					
9.					
10.					
11.					
12.					

Step 2 (location assessment)

Location: Each system operator/owner should list and categorise the different areas covered by surveillance on their system. This list should use the specifications above which ID (types) are used at each specific location.

CAT	Location type	Camera types used	Amount	Recording	Monitoring	Assessment of use of equipment (mitigations or justifications)
A.	Town centre	All	250	24hrs	24hrs (only maximum 3 operators) – likely average patrol high hourly	The privacy level expectation in a town centre is very low; our town centres are well signed with appropriate signage for CCTV its

CAT	Location type	Camera types used	Amount	Recording	Monitoring	Assessment of use of equipment (mitigations or justifications)
						use and purpose with contact details.
B.	Public car park	1, 5, 6	100			
C.	Parks					HD camera only include due to proximity to town HD cam
D.	Play areas					
E.	Housing blocks internal	1, 2	200	24hrs (calendar month)	Limited due to the fact that most are static cameras	High level asb historical problems (please see statistical assessment in annual review)
F.	Housing estate (street)					
G.	Residential street					Cameras are install here to respond to high crime trends, deal with the fear of crime
H.						
I.						
J.						
K.						
L.						

Step 3 (Cameras where additional mitigation required)

Asset register: It is considered to be good practice for all organisations to maintain an asset register for all of their devices. This allows the system owner to record each site and equipment installed therein categorised in a manner to lead into the level two process.

If any new site or installation sits outside of the pre-defined fields, then new categories can be added as required

Overall step one and step two will cover the uses of devices of the system. However, it may not be practicable to publically list or categorise each individual asset.

Please document here any additional mitigation taken on a camera or system to ensure that privacy is in line with the ECHR requirements.

Camera number	Reviewed	Camera type	Location category	Further mitigation/ comments (optional)
230	250	1	A	(E.g. although this camera is in the town centre, at the height at which it has been installed there is an ability to see into residential windows, this has been removed as a risk through the use of privacy screens.)

Camera number	Reviewed	Camera type	Location category	Further mitigation/ comments (optional)

Step 4 (Mitigation for specific cameras that have high privacy risks)

For the occasion where there is a very high impact an Authority may wish to conduct an extensive PIA of specific installations and the site and have it fully documented.

PIA for specific installations

Camera number

Camera location

Privacy risk(s)	Solution	Outcome (Is the risk removed, reduced or accepted)	Justification (Is the impact after implementing each solution justified, compliant and proportionate to the aim of the camera?)

Agreed with:

Signature

Date

Review date

--

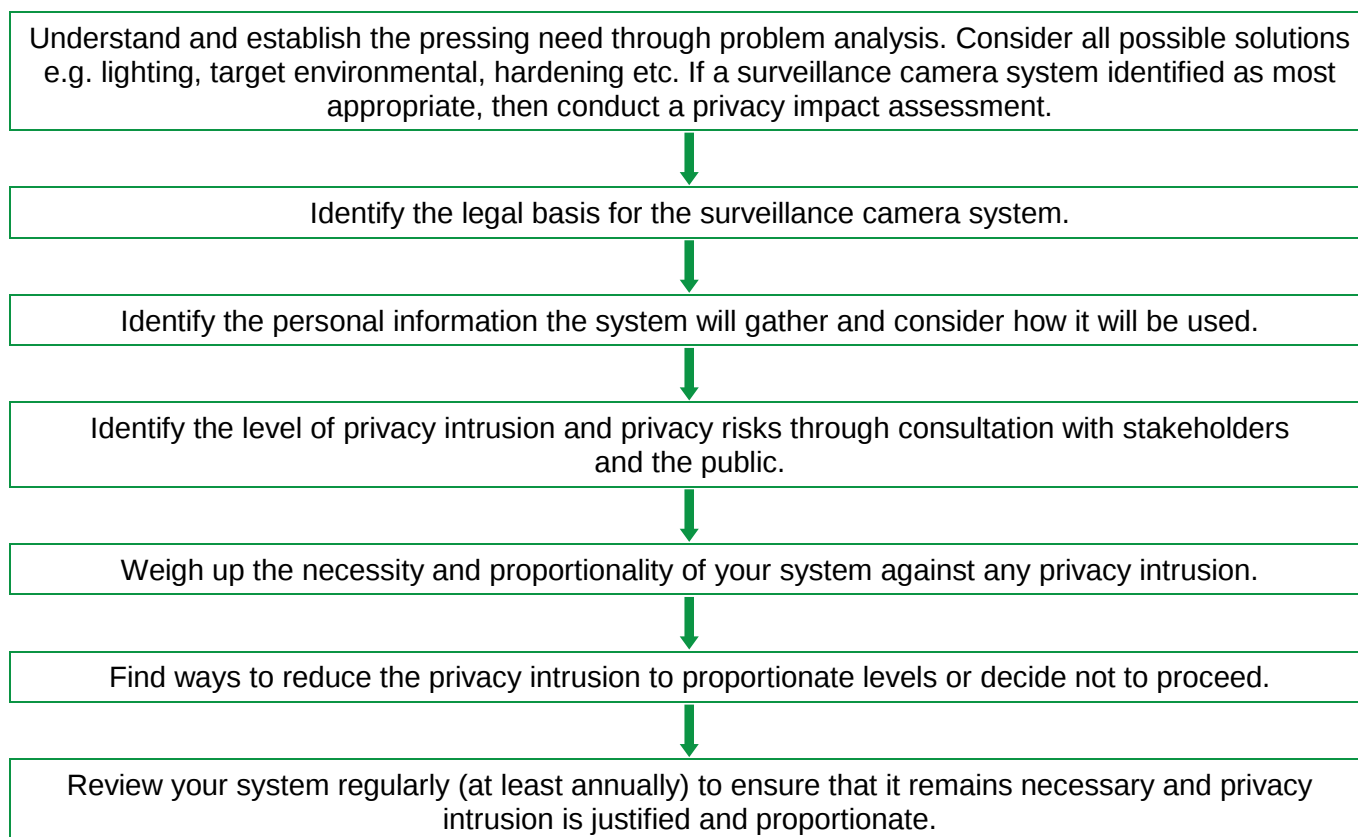
APPENDIX ONE: PRIVACY RISK ASSESSMENT MATRIX

Scoring could be used to highlight the risk factor associated with each site if done utilising the risk matrix example shown below.

Matrix Example:

Camera Types (low number low impact – High number, High Impact)											
Location Types A (low impact) Z (high impact)											

APPENDIX TWO: STEPS INVOLVED IN CONDUCTING A PRIVACY IMPACT ASSESSMENT





Driver Risk Management

GDPR DVLA requirements for drivers

As part of the new GDPR legislation which came into effect as of the 25 May 2018, the DVLA have confirmed that all existing consent forms (D796) are being replaced with the new declaration form (D906) Fair Processing notice. This is to ensure we hold the correct information regarding your personal data.

What happens next?

All existing D796 declarations become invalid on 25 August 2018. Therefore, you will be required to complete a new declaration. This will either be a paper copy, or an online e-declaration.

Paper declaration

If you are required to complete a paper copy, please see an example of the new D906 for your information.

E-declaration

The declaration will be sent by email directly from edeclaration@licencebureau.co.uk.

When you receive the email, click on the link provided to take you to the log in screen. Complete the details to start the e-declaration process

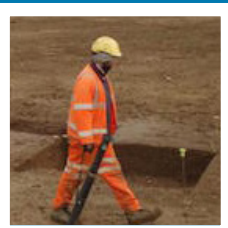
If you have any nominated drivers who can drive your vehicle, you will be prompted to supply their contact details. They will then also then be contacted by edeclaration@licencebureau.co.uk.

If you have any queries please contact the Driver Risk team by:
Email : customer.outsource@alphabet.co.uk
Telephone: 0370 0120 391

Alphabet (GB) Limited, Alphabet House, Summit Avenue, Farnborough, Hampshire, GU14 0FB. Tel: 0370 50 50 100.

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A previously unknown Neolithic monument is discovered near Datchet



Pottery and animal bone (the remains of a feast?) close to the base of one of the enclosure ditches

© Wessex Archaeology

In last year's newsletter we reported on prehistoric discoveries at CEMEX UK's gravel quarry at Riding Court Farm, north of Datchet. This year we can report that the quarry has not yet given up all its archaeological secrets as, during the course of

further investigations in 2017, Wessex Archaeology discovered the remains of a previously unknown Neolithic monument. The monument is a causewayed enclosure, so-called because an area was enclosed by regularly spaced ditches, in between which were gaps or 'causeways'.

Causewayed enclosures were built in the Early Neolithic period between 3,800 and 3,500 BC. They are a rare monument type, with less than 100 known from Britain, mostly across southern England. The causewayed enclosure at Datchet is only the second known example of this monument in east Berkshire, although the other lies nearby at Eton Wick. Remarkably there are also two other examples known in this part of the Thames Valley at Dorney and at Staines (more-or-less under Junction 13 of the M25). The former has never been subject to archaeological investigation while the latter was subject to 'rescue' excavation in the 1960s prior to gravel extraction.

The importance of these monuments is that they represent the earliest examples in British prehistory of the formal enclosure of space. They also date to the earliest years of agriculture and the domestication of animals in Britain so they were constructed and used at a period of rapid and seminal change in society. So far only about 25% of the causewayed enclosure at Datchet has been exposed



A previously unknown Neolithic monument is discovered near Datchet

but the remainder will be investigated as the gravel quarry progresses across the site. Current calculations suggest the enclosure was 200m long and 100m wide, with just a single circuit of ditches defining the space within it. The ditches varied between 0.5m and 1.1m deep. There were no ditches along the north side of the enclosure where a stretch of boggy ground seems to have marked its limit.

So far very few contemporary Early Neolithic finds or deposits have been found within the enclosure – an exception is a very fine ground and polished stone axe, slightly damaged, but still an object of great beauty and highly tactile! The use to which the enclosure was put will therefore mostly derive from the finds that are recovered from



Neolithic polished stone axe from within the enclosure

© Wessex Archaeology

the ditches around it. To date an extraordinarily rich collection of Neolithic pottery, animal bone and struck flint has been found near the base of the ditches. Over 3,500 sherds of Neolithic pottery have already been recovered, while human remains were also found on the base of the ditches. The remains of a teenage young woman, face down, were found. Her remains were incomplete – for example the skull was missing – and it may be that her remains were intentionally

interfered with after her death. A human skull was found in another ditch segment but this was from a separate individual.

It is early days in the investigation of this intriguing monument. On present evidence it seems that the enclosure may only have been used for a short period of time. The finds suggest the monument was used for both domestic and 'ritual', probably feasting, purposes. While many of the finds can be considered 'everyday' items, the quantities and distribution of them in the ditches of the monument hint at more sophisticated and exceptional activities. More of this exciting monument will be excavated in 2018 and we will update readers in our 2019 newsletter!



The Riding Court Farm causewayed enclosure from the air looking east towards Heathrow and west London
© Wessex Archaeology

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NEW 55"
TV!

sky
store



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and searching 'cinema'.

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T&C's apply