



# Hensen Holdings

IT Department

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## Security Camera Footage Release Policy

<b>Policy Number:</b>	IT-SEC-001
<b>Effective Date:</b>	April 29, 2026
<b>Department:</b>	Information Technology

### Overview

The Hensen Holdings Group of Companies uses security cameras across our facilities to help keep the workplace safe. From time to time, employees may want a copy of camera footage. This policy explains how to request footage and who needs to approve it before IT can release anything.

### Who This Applies To

Everyone — all Hensen Holdings employees, contractors, and temporary staff at any company location.

### The Policy

Put simply: **IT cannot give you a copy of camera footage unless a Manager or HR has approved the request in writing.** No exceptions for verbal asks, walk-ups, or “I just need a quick look.”

The following people can approve a footage request:

- Your Manager or Director
- Human Resources (HR)
- Legal/Compliance (for legal or regulatory matters)

### How to Get a Copy of Footage

1. **Get approval.** Talk to your Manager or HR and get their written approval (an email works). Make sure it includes why you need the footage.
2. **Email IT.** Send us the approval along with the date, approximate time, and camera location you're looking for.
3. **We'll take it from there.** IT will pull the footage and provide a copy to the approved party.

**Please note:** If your request doesn't come with written approval, we can't process it. We know it can feel like a hassle, but we need that approval on file before anything gets released.



## Ground Rules

- Camera footage belongs to Hensen Holdings and is confidential.
- Don't copy, share, post, or forward footage you've received without additional written permission.

## Footage Retention

Footage is stored for a limited time and gets overwritten automatically. If you think you'll need footage, don't wait — submit your request as soon as possible so we can grab it before it's gone.

## Violations

Not following this policy can result in disciplinary action, up to and including termination. Unauthorized access to or sharing of footage could also lead to legal consequences.

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## Acknowledgment

By signing below, I confirm that I've read and understand this policy.

_____ Employee Name (Printed)	_____ Date
_____ Employee Signature	_____ Manager / HR Signature