

CCTV Policy.

Introduction

The Purpose of this Policy is to regulate the management, operation and use of closed circuit television (CCTV) system located at the club. The system comprises two fixed camera located on the club buildings The camera are linked to nominated Club Officers and to a maximum of 3 other club members smart phones or similar devices such as Tablet computers. The club owns the CCTV system. The Policy will be subject to review by the Officers of the Club. This Policy follows the Data Protection Act guidelines.

Objectives of the CCTV Policy

- 1) To help to protect the Club's buildings, equipment and members' property stored at the Club
- 2) To support the Police in a bid to deter and detect crime.
- 3) To assist in identifying, apprehending and potentially prosecuting offenders.

Statement of Intent

The CCTV system has been registered with the Information Commissioner under the terms of the Data Protection Act, and will seek to comply with the requirements of the both the Data Protection Act and the Commissioners Code of Practice. Cameras will be used to identify any adverse activity occurring, anticipated or perceived. Images will only be released for use in the investigation of a specific crime with written authority of the Police.

Operation if the system

The CCTV system will be managed by the club in accordance with the values and objectives expressed in the code. Currently the management will be the responsibility of the club President. The CCTV will operate 24/7 to record activity.

Control

The system will be periodically checked to confirm its efficiency and that it is properly recording and that cameras are functioning.

Motoring Procedure

Cameras operated 24 hours a day and images are continuously recorded in a loop system. Up to 30 days are held in each camera's Micro Flash Card. Any footage can be transferred to a storage medium in the event of any untoward occurrence. Any such downloads will be clearly labelled/dated and kept secure on the Club premises or the responsible Club officers IT equipment and may be viewed by the Police for crime prevention or detection of a crime.

A record will be maintained of any footage released to the Police, or other authorised applicant. Should footage be required as evidence a copy may be released to the Police on the clear understanding that it remains the property of the Club. Applications for outside bodies; eg Solicitors to view or release footage stored on any storage medium will be referred to the Club President. On these occasions images will normally be released where satisfactory documentary evidence is produced showing they are required for legal proceedings or in respect of a court order.

Breaches of the Code

The Club President will initially investigate any breach of the code of practice by any of the officers or members who have access to the system.

Complaints

Any complaints about the system should be addressed to the Club President and dealt with in accordance to the ICO code of practice.

Access by the Data Subject

The Data Protection Act provides Data subjects (individuals whose 'personal data' relate) with a right to data held about them, including those obtained by CCTV. Requests for Data Subject Access should be made through the Club President.

Public information.

This CCTV Policy will be available on the Club Website

May 30th 2022.