

Bembridge Bowling Club

CCTV Policy

Draft 3

Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Bembridge Bowling Club. The system comprises of 4 fixed cameras located on the Clubhouse wall overlooking the Green, in the Clubhouse, overlooking the rear of the building and the maintenance shed. The system can only be accessed by the nominated CCTV Security Administrators.

The Club owns the CCTV system. The Policy will be subject to review by the Management Committee. This Policy follows Data Protection Act guidelines.

Objectives of the CCTV Policy

The objectives of the Clubs use of CCTV are:

- a) To help protect the Clubs building. Equipment and members property stored at the Club
- b) To support the Police in a bid to deter and detect crime
- c) To assist in identifying, apprehending and potentially prosecuting offenders

Statement of Intent

The use of the CCTV system by Bembridge Bowling Club will seek to comply with the requirements of both the Data Protection Act and the Commissioners Code of Practice. The Club will treat the system and all information, documents and recordings obtained and used as data protected by the Act. Cameras will be used to monitor activities within the Club grounds to identify adverse activity occurring, anticipated or perceived.

All cameras installed on site are fixed. Materials or knowledge secured as a result of CCTV use will not be used for any commercial purpose. Images will only be released for use in the investigation of a specific incident and with the written authority of the Police. Images will never be released to the media for the purposes of entertainment.

The planning and design has endeavoured to ensure that the CCTV system will give maximum effectiveness and efficiency within available means, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage. Warning signs, as required by the Code of Practice of the Information Commissioner, have been placed at all access routes to areas covered by the Club's CCTV system.

Access to the CCTV system will not be available over the internet. Access will only be possible from within the Club

Operation of the System

The CCTV system will be administered and managed by the Club in accordance with the values and objectives expressed in the code. The day-to-day management will be the delegated responsibility of the CCTV Security Administrators who will be appointed by the Clubs General Committee.

The CCTV Security Administrators will on a monthly basis:

- a) Check that the cameras are operational
- b) Clean the cameras
- c) Ensure that the cameras are pointing in the correct directions
- d) Ensure that the system is recording properly
- e) Contact the system supplier if service or repairs are necessary
- f) Maintain a log of these activities

The CCTV Security Administrators will not:

Operate the system or view recordings from the system at other times unless it is necessary as a result of an incident.

Monitoring Procedures

Camera surveillance will be maintained at all times and footage continuously recorded and up to 30 days of footage is held on the system memory. If it is required to preserve data from the hard drive, a USB stick will be used as follows:

- a) Each USB stick, after being cleared of any previous data, will be identified by a unique reference number.
- b) The person making the copy will register the date and time of the recording including the USB stick reference. A second copy will be made for purposes of back up.
- c) Each USB stick required for evidential purposes will be sealed, witnessed and signed by the CCTV Security Administrator and stored in a location away from the club. A record, in a register, will be maintained of any USB stick released to the Police or any other authorised applicant.
- d) USB sticks will be cleared of data when they are no longer needed.

Viewing of footage by the Police or any external individual must be recorded in writing and entered in the register. Requests by the Police can only be authorised under Section 29 of the Data Protection Act 1998. Should images be required as evidence, a copy may be released to the Police under the procedures described in this paragraph of this Code.

Images will only be released to the Police on the clear understanding that the USB Stick remains the property of the Club, and both it and images on it are to be treated in accordance with this code. The Club also retains the right to refuse permission for the Police to pass to any other person the USB stick or any part of the images contained thereon.

The Police may require the Club to retain any stored stick/images for possible use as evidence in the future. Such images/stick will be properly indexed and securely stored until the Police need them.

Applications from outside bodies (e. g. solicitors) to view or release footage stored on USB sticks will be referred to the Hon. Secretary. In these circumstances USB stick/images will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, or in response to a Court Order. A fee may be charged in such circumstances.

Breaches of the Code (including breaches of security)

The Hon. Secretary will initially investigate any breach of the Code of Practice by the CCTV Security Administrators or any other Club member.

Complaints

Any complaints about the Club's CCTV system should be addressed to the Hon. Secretary. Complaints will be dealt with in accordance with the ICO Code of Practice.

Access by the Data Subject

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about the, including those obtained by CCTV. Requests for Data Subject Access should be made through the Hon. Secretary. The Club reserves the right to make a charge of £10 (currently the statutory amount as permitted by Parliament).

Public Information

Copies of this Policy will be available to the public from the Club website or from a member of the Club Committee.

Issued by Bembridge Bowling Club Date