

Redditch Sailing Club - CCTV Policy

Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Redditch SC. The system comprises of a number of fixed cameras located on and in the club building. All cameras are linked to the hard drive and the system can only be accessed by the nominated Security Officer. The Club owns the CCTV system. The Policy will be subject to review by the General Committee. This Policy follows the Data Protection Act guidelines.

Objectives of the CCTV Policy

The objectives of the Club's use of CCTV are:

- a) To help protect the club buildings, 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 CCTV Scheme has been registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's 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 and without the Club premises to identify adverse activity actually occurring, anticipated or perceived.

Static cameras are positioned to ensure they do not focus on private homes, gardens and other areas of private property. At no time will a camera be directed to follow or track an individual as all the currently deployed cameras 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 crime and with the written authority of the police. Images will never be released to the media for purposes of entertainment.

The planning and design has endeavoured to ensure that the CCTV Scheme 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.

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 Security Officer. The CCTV system will operate 24 hours each day, every day of the year, recording all activity. The system records vision but no sound.

Control and Liaison

The Security Officer will periodically check and confirm the efficiency of the system and, in particular, that the equipment is properly recording and that cameras are functional. The Club will liaise with an appropriate organisation regarding servicing and/or repairs and maintenance of the system as required.

Monitoring procedures

Camera surveillance may be maintained at all times and footage continuously recorded for approximately 30 days in the system memory before being overwritten. In the event of an incident the Security Officer will review recorded images from a secure area/home office where no other person can review the recorded image. If necessary images/footage will be copied to a USB flash drive. The following procedures will cover their use and retention:

- a) Each USB flash drive must be identified by a unique reference number.
- b) Images must be copied onto a unique USB flash drive.
- c) The Security Officer responsible for recording will register the date and time of the recording, including the USB flash drive reference number.
- d) Faulty USB sticks containing images/footage will be destroyed by incinerating or crushing.
- e) Lost or stolen USB sticks will be reported to the General Committee.
- f) If it is decided to report the incident to the police and they require CCTV images to carry out further investigation, the relevant images/footage will be copied to a new unique USB flash drive as instructed by the local Police.

g) Requests by the Police can only be authorised under section 29 of the Data Protection Act 1998. Should images be required as evidence, copies may be released to the Police under the procedures described in this paragraph of this code.

i) Viewing of footage by the Police or any external individual must be recorded in writing and noted by the General Committee.

j) Images\footage copied to USB sticks that are not used as part of an investigation or other valid request will be deleted after 30 days.

The Club also retains the right to refuse permission for the Police to pass to any other person the USB Flash drive or any part of the images contained thereon. The Police may require the Club to retain any stored Images for possible use as evidence in the future. Such Images will be properly indexed and securely stored until the Police need them. Applications received from outside bodies (e.g. solicitors) to view or release footage stored on USB Flash drive will be referred to the Commodore. In these circumstances, copies of the USB Flash drive with 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 Commodore will initially investigate any breach of the Code of Practice by the Security Officer or any other Club member.

Complaints

Any complaints about the Club's CCTV system should be addressed to the Commodore. 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 them, including those obtained by CCTV. Requests for Data Subject Access should be made through the Commodore. The Club reserves the right to make a charge of up to £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 the Commodore.

As at February 2020, the Security Officer is Andy Beardshaw

Approved by the General Committee of Redditch Sailing Club

3rd February 2020

Review Date:

3rd February 2025