

Castle Cove Sailing Club

CCTV Policy

Castle Cove Sailing Club uses closed circuit television camera to monitor our premises and site.

This policy sets out how we do that and how we manage the system.

If you have any queries about the system, please contact the commodore.

Castle Cove Sailing Club CCTV Policy Version 1 (one) -June 2020

Castle Cove Sailing Club uses closed circuit television (CCTV) images to provide a safe and secure environment for members and visitors to the Club's premises as well as to protect the Club's property.

This policy sets out the use and management of the CCTV equipment and images in compliance with the Data Protection Act and the Information Commissioner's Office CCTV Code of Practice.

The Club's CCTV facility records images.

1. PURPOSES OF CCTV

The purposes of the Club installing and using CCTV systems include to:

- assist in the prevention or detection of crime or equivalent malpractice
- assist in the identification and prosecution of offenders
- monitor the security of the Club's premises

2. LOCATION OF CAMERAS

Cameras are located at strategic points throughout the Club's premises, principally at the entrance, exit, club house bar, boat park fence and overlooking the Club dinghy park. The Club has positioned the cameras so that they only cover communal or public areas on the Club's premises and they have been sited so that they provide clear images. No camera focuses, or will focus, on toilets or shower facilities. All cameras are clearly visible.

Appropriate signs are prominently and clearly displayed so that members and other visitors are aware they are entering an area covered by CCTV.

3. RECORDING AND RETENTION OF IMAGES

Images produced by the club's four CCTV equipment are as clear as possible so that they are effective for the purposes for which they are intended. Maintenance checks of the equipment are undertaken on a regular basis to ensure it is working properly and that the media is producing high quality images, both day and night.

The CCTV system operates 24 hours each day, every day of the year, recording all activity on its recorder.

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All CCTV images held on the recorder are deleted or overwritten on a cyclical basis, either automatically after 30 days or overwritten if the 2TB storage capacity is reached first, which is unlikely.

Once the recorder has reached the end of its use, all data will be erased prior to disposal.

Images that are stored on, or transferred on to, removable media such as CDs are erased or destroyed once the purpose of the recording is no longer relevant. However, where a law enforcement agency is investigating a crime, images may need to be retained for a longer period.

4. ACCESS TO AND DISCLOSURE OF IMAGES

Access to, and disclosure of, images recorded on CCTV is restricted. This ensures that the rights of individuals are retained. Images can only be disclosed in accordance with the purposes for which they were originally collected.

The images that are filmed are recorded centrally and held in a secure location.

Only club officers assigned by the General committee have direct access to the CCTV system, cameras and recorder.

Members however, can see views from the pan/tilt/zoom camera only, via the clubs website

If media on which images are recorded are removed for viewing purposes, this will be documented.

Disclosure of images to other third parties will only be made in accordance with the purposes for which the system is used and will be limited to:

- the police and other law enforcement agencies, where the images recorded could assist in the prevention or detection of a crime or the identification and prosecution of an offender or the identification of a victim or witness
- prosecution agencies, such as the Crown Prosecution Service
- relevant legal representatives
- individuals whose images have been recorded and retained and make a valid Subject access request

The Commodore of the Castle Cove Sailing Club is the only person who is permitted to authorise disclosure of information to external third parties such as law enforcement agencies.

All requests for disclosure and access to images will be documented, including the date of the disclosure, to whom the images have been provided and the reasons why they are required. If disclosure is denied, the reason will be recorded. A formal request in writing must be made on the form provided by the Castle Cove Sailing Club.

5. INDIVIDUALS' ACCESS RIGHTS

Under the Data Protection Act, individuals have the right on request to receive a copy of the personal data that the Club holds about them, including CCTV images if they are recognisable from the image.

If you wish to access any of your CCTV images, you must make a written request to the Commodore.

Your request must include the date and time when the images were recorded and the location of the

particular CCTV camera, so that the images can be located and your identity can be established as the person in the images.

6. COVERT RECORDING

The Club will only undertake covert recording with the written authorisation of the Commodore (or another senior person acting in their absence) where there is good cause to suspect that criminal activity or equivalent malpractice is taking, or is about to take, place and informing the individuals concerned that the recording is taking place would seriously prejudice its prevention or detection. Covert monitoring may include both video and audio recording.

Covert monitoring and recording will only take place for a limited and reasonable amount of time consistent with the objective of assisting in the prevention and detection of particular suspected criminal activity or equivalent malpractice. Once the specific investigation has been completed, covert monitoring will cease.

Information obtained through covert monitoring will only be used for the prevention or detection of criminal activity or equivalent malpractice. All other information collected in the course of covert monitoring will be deleted or destroyed unless it reveals information which the Club cannot reasonably be expected to ignore.

7. TRAINING

The Club will ensure that all persons handling CCTV images or recordings are trained in the operation and administration of the CCTV system and on the impact of the Data Protection Act, with regard to that system.

8. IMPLEMENTATION

The Commodore and Systems Manager of Castle Cove Sailing Club are responsible for the implementation of and compliance with this policy and the operation of the CCTV system and they will conduct an annual review of the Club's use of CCTV. Any complaints or enquiries about the operation of the Club's CCTV system should be addressed to them.

9. REVIEW SCHEDULE

This policy will be reviewed annually