



SALTCOTE SAILING CLUB

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CCTV POLICY

Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Saltcote Sailing Club. The system comprises of a number of fixed cameras located around the clubhouse. All cameras are linked to a recording device installed in the Clubhouse and this device must only be accessed by the nominated Security Officer who by definition is the current Commodore. 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 clubhouse, equipment and members' property
- 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 Privacy Policy forms part of the Club's overall privacy policy and is intended to comply with the requirements both of the Data Protection Act and the relevant Code of Practice. The Club will treat all recordings obtained as data protected by the Act. Cameras will be used to monitor activities within the Club grounds, in the vicinity of the access gate and across the Club moorings to identify adverse activity occurring. Static cameras are positioned to ensure they do not focus on private homes, gardens and other areas of private property. At no time can a camera be directed to follow or track an individual as all the cameras are fixed. Information gained from 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.

The planning and design of the CCTV system has endeavoured to ensure that the setup will give maximum effectiveness and efficiency, but Members must be aware it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage. The remote car park, for example is not covered at all. Warning signs, as required by the Code of Practice of the Information Commissioner, have been placed at the Club gate.

Operation and Maintenance of the system

The CCTV system will be administered and managed by the Club in accordance with the code. The day to day management will be the delegated responsibility of the Security Officer/Commodore. The CCTV system will operate 24 hours each day, every day of the year, recording all activity. The Club will periodically check and confirm the efficiency of the system and, in particular, that the equipment is properly recording and that cameras are functional.

Monitoring procedures

Camera surveillance may be maintained at all times and footage continuously recorded and up to 15 days of footage is held on the system memory. To maintain and preserve the integrity of any DVD or other storage medium used to store data from the hard drive and the facility to use them in any future proceedings, the following procedures for their use and retention will be strictly adhered to:

- (a) Each DVD must be empty of any other data and identified by a unique reference number.
- (b) The person responsible for recording will register the date and time of the recording, including the DVD reference number.
- (c) Each DVD required for evidential purposes must be sealed, witnessed, signed by the Security Officer/Commodore, dated and stored securely. Images may be viewed by the Police for the prevention and detection of crime. A record will be maintained of any DVD released to the Police or other authorised applicants. A register will be maintained for this purpose. 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 DVD 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 DVD or any part of the images contained thereon. The Police may require the Club to retain any stored DVD/Images for possible use as evidence in the future. Such DVD/Images will be properly indexed and securely stored until the Police need them. Applications received from third parties (e.g. insurance companies) to view footage stored on DVD's will be referred to the Secretary. In these circumstances DVD/Images will normally be released where documentary evidence is produced showing that they are required for legal proceedings, or in response to a Court Order.

Breaches of the code (including breaches of security)

The Secretary will initially investigate any breach of the Code of Practice by the Security Officer/Commodore or any other Club member.

Complaints

Any complaints about the Club's CCTV system should be addressed to the 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 them, including those obtained by CCTV. Requests for Data Subject Access should be made through the Secretary.

Public information

Copies of this policy will be available to the public from the Club website, saltcotesailingclub.com