



## **CCTV POLICY**

### **Purpose of Policy**

The purpose of this policy is to regulate the use of CCTV in the monitoring of Ross Tennis Centre's (hereafter RTC or the Centre) premises under the remit of the Management Committee.

### **Purpose of CCTV System**

RTC is committed to ensuring as far as possible a safe, secure and friendly environment for members and visitors. CCTV images are captured in public areas and stored responsibly for this purpose.

### **Scope of Policy**

This policy applies to all members of, and visitors to, RTC and relates directly to the location and use of CCTV, the monitoring, recording and subsequent use of such recorded material.

### **General Principles**

RTC Management Committee has the responsibility for the protection of its property, plant and equipment as well as providing a sense of security to its members, visitors and invitees to its premises. RTC utilises CCTV as a means of security and surveillance for the purpose of enhancing the quality of the environment at the Centre.

The primary aim of CCTV monitoring of the Centre's premises is to deter vandalism and to assist in the security and safety of the premises and its associated equipment and materials, in the interests of members.

Monitoring for security purposes will be conducted in a professional, ethical and legal manner and any diversion of the use of CCTV security technologies for other purposes is prohibited by this policy.

Information obtained through video monitoring may only be released when authorised by the Data Controller or CCTV System Administrator following consultation with the Management Committee.

Video monitoring of public areas for security purposes is limited to uses that do not violate the reasonable expectation to privacy as defined by law.

The use of CCTV cameras is indicated to members and visitors to the Centre by signage stating the purposes of video monitoring and the Centre's contact details. Data from the CCTV system will be accessed and used in accordance with Data Protection law.

Cameras are located above the entrance to and on the side of the pavilion.

Members and visitors will be informed of the existence and purposes of the CCTV system as outlined above. The right of access to images captured by CCTV cameras shall be in accordance with Data Protection law.

### **Data Protection**

All personal data recorded and stored by the CCTV system is governed by the Data Protection Act 2018. Under the Act, a 'Data Controller' is the individual or organisation who

controls and is responsible for the keeping and use of personal information in manual files or in computerised form. The Data Controller in respect of images recorded and stored by the CCTV system is Ross Tennis Centre CIC.

The personal data recorded and stored by the CCTV system will only be available to the Data Controller and Ross Tennis Centre Management Committee and will be used only for the purposes outlined in this policy.

Individuals whose images are recorded and stored by the CCTV system shall have the right to request and receive a copy of personal data processed by the system within 35 days of the data being captured. Such requests shall be made in writing to the Data Controller and shall be complied with within a maximum of 40 days.

Personal data recorded by the CCTV system will be retained for a maximum of 35 days. Thereafter, it will be deleted automatically.

### **Responsibilities**

The Data Controller, supported by the System Administrator, will:

- Ensure that the use of CCTV systems is implemented in accordance with this policy
- Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within the Centre.
- Ensure that all existing CCTV monitoring systems are evaluated for compliance with this policy.
- Review camera locations and be responsible for the release of any information or material in compliance with this policy.
- Maintain a record of the release of disks or any material recorded or stored in the system.
- Ensure that material is not duplicated for release.
- Ensure that external cameras are non-intrusive in terms of their positions and comply with the principle of “Reasonable Expectation of Privacy”
- Ensure that recorded material is retained for a period no longer than 35 days and will then be erased unless required as part of a criminal investigation or court proceedings (criminal or civil) or other bona fide use as approved by the Ross Tennis Centre Management Committee
- Ensure that camera control is solely to monitor behaviour in and around the club and not individual characteristics.

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