

# Ryde Mead Lawn Tennis Club

## CCTV Policy November 2021

### **Purpose of Policy**

The purpose of this policy is to regulate the use of CCTV in the monitoring of Ryde Mead Lawn Tennis Club's (hereafter RMLTC) premises under the remit of the Management Committee.

### **Purpose of CCTV System**

RMLTC 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, RMLTC and relates directly to the location and use of CCTV, the monitoring, recording and subsequent use of such recorded material.

### **General Principles**

RMLTC 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. RMLTC 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 Chairman or the Welfare Officer 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 Club by signage stating the purposes of video monitoring. Data from the CCTV system will be accessed and used in accordance with Data Protection law.

Cameras are located within the club house and externally at the club house entrance points. The locations are as follows:

- Camera 1 Front door to clubhouse
- Camera 2 Rear Fire exit to club house
- Camera 3 Yet to be installed
- Camera 4 Yet to be installed

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 RMLTC management committee.

The personal data recorded and stored by the CCTV system will only be available to the Data Controller 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 28 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 28 days. Thereafter, it will be deleted automatically.

### **Responsibilities**

The Data Controller 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 Club.
- 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 28 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 RMLTC Management Committee
- Ensure that camera control is solely to monitor behaviour in and around the club and not individual characteristics.

Version 1

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