



Purpose of Policy

This policy is to regulate the use of Closed Circuit Television in the monitoring of the club premises.

Purpose of CCTV Systems

Seaford and Blatchington LTC 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, without sound, solely for this purpose.

Scope of Policy

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

General Principles

Seaford and Blatchington LTC committee has the responsibility for the protection of its property and plant and equipment and providing a secure environment for its members and visitors. Seaford and Blatchington LTC utilises a CCTV systems as a mode of security and surveillance for the purpose described above.

The right of access to images captured by CCTV cameras shall be in accordance with the Data Protection law. Information obtained through video monitoring may only be released when authorized by the CCTV administrators when authorised by the elected committee.

The primary aim of CCTV monitoring Seaford and Blatchington LTC premises is to deter crime and vandalism and to assist in the protection and safety of the premises and the clubs assets.

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.

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

The use of CCTV cameras will be indicated to members and visitors to the Club by signage stating "CCTV in operation. Data from CCTV system will be accessed and used in accordance with Data Protection law.

Cameras are located at the main gate, clubhouse entrance, main hall and bar cupboard. .

Members and visitors will be informed via the signage of the existence of the CCTV system.

Data Protection

All personal data recorded and stored by the CCTV system is governed by the Data Protection Act. Under the Data Protection Act, a 'Data Controller' is the individual 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 the club and the System Administrator is the Ground Secretary on behalf of the 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. Such requests shall be made in writing to the Data Controller and shall be complied within a maximum of 40 days.

Personal data recorded by the CCTV system shall be retained for a maximum of 28 days. Thereafter, it will be deleted automatically.

Responsibilities:

The Data Controller and 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 Club.
- Ensure that all existing CCTV monitoring systems will be 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 discs 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 period not 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 Committee