

Woodthorpe Tennis Club

CCTV Policy

Approved by Club Committee: November 2023

Next review date: November 2025

Woodthorpe Tennis Club is registered with the Information Commissioner and will seek to comply fully with all applicable law and the Commissioner's guidance for CCTV use.

Scope of Policy

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

Purpose of CCTV Systems

Woodthorpe Tennis Club 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 only and stored responsibly, without sound, for this and no other purpose.

WTC Committee has the responsibility for the protection of club property, as well as providing security to its members and visitors. The CCTV system is intended to provide this and to enhance the quality of the environment at WTC.

Extent of CCTV recording

Recording and 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 any other purpose is prohibited by this policy.

The CCTV system will operate 24 hours each day, every day of the year, recording when triggered by motion detection. Images recorded by the CCTV system will be retained for a maximum of 30 days and then deleted automatically.

Two cameras are currently in operation:

- At the main entrance gate
- In the clubhouse facing the entry door and to the kitchen area

There are signs at the gate and in the clubhouse, notifying people that a CCTV system is in operation.

Access

The Chair is responsible for assigning remote access to the CCTV system to other Committee members as deemed necessary. Any access will be from time to time and purely for its intended purpose in accordance with this policy.

No CCTV image will be saved (other than the temporary system storage referred to above) or shared, including to social media.