

CCTV Policy

Purpose of Policy

The purpose of this policy is to regulate the use of Closed Circuit Television ("CCTV") in the monitoring of the club premises under the remit of the Management Committee.

West Bridgford Tennis Club is registered with the Information Commissioner (under registration number ZA506120) and will seek to comply with the requirements both of the Data Protection Act 2018 ("DPA") and the General Data Protection Regulations ("GDPR"), as well as the Commissioner's Code of Practice for CCTV.

Purpose of CCTV Systems

West Bridgford 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 and stored responsibly, without sound, solely for this purpose, and no other purpose, according to UK law.

Scope of Policy

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

General Principles

- West Bridgford Tennis Club Management Committee has the responsibility for the protection of its property and plant and equipment, as well as providing a sense of security to its members, visitors and invitees to its premises. West Bridgford Tennis Club utilises CCTV systems as a mode of security and surveillance for the purpose of enhancing the quality of the environment at West Bridgford Tennis Club.
- The primary aim of CCTV monitoring, at West Bridgford Tennis Club premises, is to deter crime and vandalism and to assist in the protection and safety of the premises and its associated equipment and materials.
- 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. The CCTV system will operate 24 hours each day, every day of the year, recording all activity.
- Information obtained through video monitoring may only be released when authorized by the CCTV Administrator (Club Manager) following consultation with the Management Committee.
- 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 – Images are being monitored and recorded for the purposes of crime prevention, public safety and ensuring adherence to Club rules". Data from CCTV system will be accessed and used in accordance with Data Protection law.
- Cameras are located in the car park and entrance areas, clubhouse and around the courts.
- Members and visitors will be informed of the existence of the CCTV system within membership information and by clearly visible signs on the club premises and a copy of this policy will be made available upon request.
- The right of access to images captured by CCTV cameras shall be in accordance with the DPA and GDPR (and any subsequent replacement or additional data protection legislation).
- The Club Manager and the Directors of the club may access the cameras remotely from time to time for security purposes in accordance with this policy. No other person shall access the cameras remotely.

Data Protection

All personal data recorded and stored by the CCTV system is governed by the DPA and GDPR. Under the GDPR, a 'System Administrator' (Club Manager) is the individual who controls and is responsible for the keeping and use of personal information in manual files or in computerised form. The System administrator controls images recorded and stored by the CCTV system on behalf of the 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. Such requests shall be made in writing to the Data Controller and shall be complied with within a maximum of 40 days. There will be a £10 fee payable to West Bridgford Tennis Club for the production of any images. Any images that feature other parties will not be disclosed unless all other parties have given signed permission. This includes any on court activity such as coaching or matches.

Personal data recorded by the CCTV system shall be retained for a maximum of 3 months. Thereafter, it will be deleted automatically.

Responsibilities:

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 accordance 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 3 months 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 Management Committee
- Ensure that camera control is solely to monitor suspicious behaviour and not individual characteristics.