



Hampton Community Sports Association – May 2018

CCTV policy - Standard Operating Procedure Version 1

Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Hampton Community Sports Association (HCSA). The system comprises of a number of fixed cameras located on the mast on/in the club building and skate park.

All cameras are linked to the HCSA Office and the system can only be accessed by the nominated Security Officer - Chairman HCSA or Vice Chair HCSA. The HCSA owns the CCTV system. The Policy will be subject to review by the HCSA Management Committee., The system is operated under the requirements of the Data Protection Regulations 2018

Objectives of the HCSA CCTV Policy:

The objectives of the Club's use of CCTV are:

- a) To help protect the club buildings, equipment and members' property stored at the club
- b) To support the Police in a bid to deter and detect crime
- c) To assist in identifying, apprehending and potentially prosecuting offenders

Statement of intent:

The CCTV Scheme has been registered with the Information Commissioner under the terms of the **Data Protection Act 1998** and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.

The Club will treat the system and all information, documents and recordings obtained and used as data protected by the Act. Cameras will be used to monitor activities within the Club grounds and Skate park in the vicinity of the access gates to identify adverse activity actually occurring, anticipated or perceived.

Static cameras are positioned to ensure they do not focus on private homes, gardens and other areas of private property. At no time will a camera be directed to follow or track an individual as all the currently deployed cameras are fixed. Materials or knowledge secured as a result of CCTV use will not be used for any commercial purpose.

Images will only be released for use in the investigation of a specific crime and with the written authority of the police. Images will never be released to the media for purposes of entertainment.

The planning and design has endeavoured to ensure that the CCTV Scheme will give maximum effectiveness and efficiency within available means, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Warning signs, as required by the Code of Practice of the Information Commissioner, have been placed at all access routes to areas covered by the HCSA CCTV system.

Operation of the system

The CCTV system will be administered and managed by the HCSA in accordance with the values and objectives expressed in the code. The day to day management will be the delegated responsibility of the Security Officer Chairman HCSA or Vice Chairman HCSA. The CCTV system will operate 24 hours each day, every day of the year, recording all activity on the CCTV hard drive with the CCTV system. The system will not be proactively monitored by any person not licenced for CCTV by the Security Industry Authority.

Control and Liaison

The system provider will periodically check and confirm the efficiency of the system and, in

particular, that the equipment is properly recording and that cameras are functional. The Club will liaise with the supplier regarding servicing and/or repairs and maintenance of the system.

Monitoring procedures

Camera surveillance may be maintained at all times and footage continuously recorded and up to **30 days of footage is held on the system memory**. To maintain and preserve the integrity of any DVD or other storage medium ("DVD") used to store data from the hard drive and the facility to use them in any future proceedings, the following procedures for their use and retention will be strictly adhered to:

- (a) Each DVD must be identified by a unique reference number.*
- (b) Before using, each DVD must be cleared of any previous recording.*
- (c) The person responsible for recording will register the date and time of the recording, including the DVD reference number.*
- (d) Each DVD required for evidential purposes must be sealed, witnessed, signed by the Security Officer dated and stored in the safe. Images may be viewed by the Police for the prevention and detection of crime.*

A record will be maintained of any DVD released to the Police or other authorised applicants. A register will be maintained for this purpose.

Viewing of footage by the Police or any external individual must be recorded in writing and entered in the register. **Requests by the Police can only be authorised under section 29 of the Data Protection Act 1998.**

Should images be required as evidence, a copy may be released to the Police under the procedures described in this paragraph of this Code. Images will only be released to the Police on the clear understanding that the DVD remains the property of the HCSA, and both it and images on it are to be treated in accordance with this code.

The Club also retains the right to refuse permission for the Police to pass to any other person the DVD or any part of the images contained thereon. The Police may require the Club to retain any stored DVD/Images for possible use as evidence in the future. Such DVD/Images will be properly indexed and securely stored until the Police need them.

Applications received from outside bodies (e.g. solicitors) to view or release footage stored on DVD's will be referred to the Secretary HCSA. In these circumstances DVD/Images will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, or in response to a Court Order. . An appropriate fee will be charged

Breaches of the code (including breaches of security)

The Hon. Secretary will initially investigate any breach of the Code of Practice by the Security Officer or any other Club member.

Complaints

Any complaints about the Club's CCTV system should be addressed to the Secretary HCSA. Complaints will be dealt with in accordance with the ICO Code of Practice.

Access by the Data Subject

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about them, including those obtained by CCTV. Requests for Data Subject Access should be made through the Hon. Secretary. The Club reserves the right to make a charge.

Public information

Copies of this policy will be available to the public from the Club website or from the Club Office.

Issued by: HCSA version v1 dated 1 May 2018

Reviewed 1st May 2020