



CCTV Policy

Reviewed: April 2018

Amended: October 2019 (amendments highlighted in yellow)

Next review: July 2020

Signed:

On behalf of WIBC Council of Management



WORTHING INDOOR BOWLING GREENS LTD

POLICY INTRODUCED: APRIL 2018

FIRST REVIEW : JULY 2020

INTRODUCTION

Closed Circuit Television Systems (CCTVS) are installed outside **and inside** the Worthing Indoor Bowls Club Buildings. The CCTV systems were introduced in consultation with staff and the Board of Management. The systems and their operation will be reviewed regularly in consultation with staff and the Board of Management.

PURPOSE OF POLICY

“The purpose of this policy is to regulate the use of Closed-Circuit Television and its associated technology in the monitoring of the external environs of the premises under the remit of WORTHING INDOOR BOWLING GREENS LTD (WIBG)

CCTV systems are installed around our premises for the purpose of enhancing security of the building and its associated equipment as well as creating a mindfulness among the occupants, at any one time, that a surveillance security system is in operation in the environs of the premises during both the daylight and night hours each day. CCTV surveillance at the WIBG is intended for the purposes of:

- protecting the WIBG buildings and WIBG assets 24 hours a day;
- promoting the health and safety of staff, members and visitors;
- reducing the incidence of crime and anti-social behaviour (including theft and vandalism);
- supporting the Police in a bid to deter and detect crime;
- assisting in identifying, apprehending and prosecuting offenders; and
- ensuring that the WIBG rules are respected so that the club can be properly managed.

SCOPE

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

GENERAL PRINCIPLES

WIBG as the corporate body has a statutory responsibility for the protection of its property, equipment and other plant as well providing a sense of security to its employees, members and visitors to its premises. WIBG owes a duty of care under the provisions of Safety, Health and Welfare at Work Act 2005 and associated legislation and utilises CCTV systems and their associated monitoring and recording equipment as an added mode of security and surveillance for the purpose of enhancing the quality of life of the club community by integrating the best practices governing the public and private surveillance of its premises.

The use of the CCTV system 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 e.g. CCTV will not be used for monitoring employee or member performance.



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Information obtained through the CCTV system may only be released when authorised by the Club Manager, following consultation with the Chairperson of the Board of Management. If a law enforcement authority, such as the Police, is seeking a recording for a specific investigation, they may require a warrant and accordingly any such request made by the Police should be requested in writing and the Club Manager will immediately seek legal advice.

CCTV monitoring of public areas for security purposes will be conducted in a manner consistent with all existing policies adopted by the club, including Safeguarding.

This policy prohibits monitoring based on the characteristics and classifications contained in equality and other related legislation e.g. race, gender, sexual orientation, national origin, disability etc.

Video monitoring of public areas for security purposes around WIBG premises is limited to uses that do not violate the individual's reasonable expectation to privacy.

Information obtained in violation of this policy may not be used in a disciplinary proceeding against an employee of WIBG.

All CCTV systems and associated equipment will be required to be compliant with this policy following its adoption by *WIBG*. Recognisable images captured by CCTV systems are "personal data." They are therefore subject to the provisions of the General Data Protection Regulations in force at the time.

JUSTIFICATION FOR USE OF CCTV

GDPR requires that data is "adequate, relevant and not excessive" for the purpose for which it is collected. This means that *WIBG* needs to be able to justify the obtaining and use of personal data by means of a CCTV system. The use of CCTV to control the perimeter of the *WIBG* buildings for security purposes has been deemed to be justified by the board of management.

LOCATION OF CAMERAS

The location of cameras is a key consideration. Use of CCTV to monitor areas where individuals would have a reasonable expectation of privacy would be difficult to justify. Cameras placed so as to record external areas are positioned in such a way as to prevent or minimise recording of passers-by or of another person's private property. The camera situated in the bar is for the security of staff and protection of *WIBG* assets. The camera in the bowls green allows office staff to monitor green activity and access to changing areas. The exterior cameras are intended to capture images of intruders or of individuals damaging property or removing goods without authorisation.



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COVERT SURVEILLANCE

WIBG will not engage in covert surveillance.

NOTIFICATION – SIGNAGE

The WIBG Manager will provide a copy of this CCTV Policy on request to staff, members and visitors to the club. The policy is available as a download from the WIBG website <https://www.worthingibc.co.uk/> . This policy describes the purpose and location of CCTV monitoring, a contact number for those wishing to discuss CCTV monitoring and guidelines for its use. The location of CCTV cameras will also be indicated to the Board of Management. Adequate signage will be placed at each location in which a CCTV camera(s) is sited to indicate that CCTV is in operation.



Appropriate locations for signage will include:

- at entrances to premises i.e. external and internal doors
- reception area
- at or close to each external camera

STORAGE & RETENTION

GDPR states that data "shall not be kept for longer than is necessary for" the purposes for which it was obtained. A data controller needs to be able to justify this retention period. For a normal CCTV security system, it would be difficult to justify retention beyond a month (28 days), except where the images identify an issue – such as a break-in or theft and those images/recordings are retained specifically in the context of an investigation/prosecution of that issue.

Accordingly, the images captured by the CCTV system will be retained for a maximum of 28 days, except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.

The images/recordings will be stored in a secure environment with a log of access kept. Access will be restricted to authorised personnel. Supervising the access and maintenance of the CCTV System is the responsibility of the Club Manager. The Club Manager may delegate the administration of the CCTV System to another staff member. In certain circumstances, the recordings may also be viewed by other individuals in order to achieve the objectives set out above. When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.



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Access will be restricted to authorised personnel. Similar measures will be employed when using disk storage, with logs of access to the images created.

ACCESS

Access to the CCTV system and stored images will be restricted to authorised personnel only i.e. Club Manager and designated staff.

In relevant circumstances, CCTV footage may be accessed:

- By the Police when WIBG are required by law to make a report regarding the commission of a suspected crime; or
- Following a request by the Police when a crime or suspected crime has taken place and/or when it is suspected that illegal/anti-social behaviour is taking place on WIBG property
- To the HSE and/or any other statutory body charged with child safeguarding; or
- To data subjects (or their legal representatives), pursuant to an access request where the time, date and location of the recordings is furnished to WIBG, or
- To individuals (or their legal representatives) subject to a court order.
- To the WIBG insurance company where the insurance company requires same in order to pursue a claim for damage done to the insured property.

Access requests: On written request, any person whose image has been recorded has a right to be given a copy of the information recorded which relates to them, provided always that such an image/recording exists i.e. has not been deleted and provided also that an exemption/prohibition does not apply to the release. Where the image/recording identifies another individual, those images may only be released where they can be redacted/anonymised so that the other person is not identified or identifiable. To exercise their right of access, a data subject must make an application in writing to the WIBG Manager. WIBG may charge up to **£10.00** for responding to such a request and must respond **within 40 days**.

Access requests can be made to the following: WIBG Manager, 1 The Boulevard, Field Place, Worthing BN13 1NP.

A person should provide all the necessary information to assist WIBG in locating the CCTV recorded data, such as the date, time and location of the recording. If the image is of such poor quality as not to clearly identify an individual, that image may not be considered to be personal data and may not be handed over by WIBG.



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In giving a person a copy of their data, WIBG may provide a still/series of still pictures or a disk with relevant images. However, other images of other individuals will be obscured before the data is released.

RESPONSIBILITIES

The WIBG Manager will:

- Ensure that the use of CCTV systems is implemented in accordance with the policy set down by WIBG
- Ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy
- Ensure that the CCTV monitoring at WIBG is consistent with the highest standards and protections
- Review camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy
- Maintain a record of access (e.g. an access log) to or the release of any material recorded or stored in the system
- Ensure that the perimeter of view from fixed location cameras conforms to this policy.
- Give consideration to both member and staff feedback/complaints regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV camera or associated equipment
- Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals within the club and be mindful that no such infringement is likely to take place
- Co-operate with the Health & Safety Advisor of WIBG in reporting on the CCTV system in operation in the club
- Ensure that external cameras are non-intrusive in terms of their positions and views of neighbouring residential housing and comply with the principle of "Reasonable Expectation of Privacy"
- Ensure that images recorded digitally are stored for a period not longer than 28 days and are then erased unless required as part of a criminal investigation or court proceedings (criminal or civil) or other bona fide use as approved by the Chairperson of the Board. Ensure that camera control is solely to monitor suspicious behaviour, criminal damage etc. and not to monitor individual characteristics
- Ensure that camera control is not infringing an individual's reasonable expectation of privacy in public areas

IMPLEMENTATION & REVIEW

The policy will be reviewed and evaluated from time to time. On-going review and evaluation will take cognisance of changing information or guidelines.

The date from which the policy will apply is the date of adoption by the Board of Management. Implementation of the policy will be monitored by the WIBG Manager.



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APPENDIX 1 - DEFINITIONS

Definitions of words/phrases used in relation to the protection of personal data and referred to in the text of the policy;

CCTV – Closed-circuit television is the use of video cameras to transmit a signal to a specific place on a limited set of monitors. The images may then be using a digital recording mechanism.

GDPR – General Data Protection Regulations

Data - information in a form that can be processed. It includes automated or electronic data (any information on computer or information recorded with the intention of putting it on computer) and manual data (information that is recorded as part of a relevant filing system or with the intention that it should form part of a relevant filing system).

Personal Data – Data relating to a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the data controller.

Access Request – this is where a person makes a request to the organisation for the disclosure of their personal data under GDPR

Data Processing - performing any operation or set of operations on data, including:

- Obtaining, recording or keeping the data,
- Collecting, organising, storing, altering or adapting the data,
- Retrieving, consulting or using the data,
- Disclosing the data by transmitting, disseminating or otherwise making it available,
- Aligning, combining, blocking, erasing or destroying the data.

Data Subject – an individual who is the subject of personal data.

Data Controller - a person who (either alone or with others) controls the contents and use of personal data.

Data Processor - a person who processes personal information on behalf of a data controller, but does not include an employee of a data controller who processes such data in the course of their employment, for example, this might mean an employee of an organisation to which the data controller out-sources work. GDPR place responsibilities on such entities in relation to their processing of the data.