

Northwood Central Club

CCTV Policy

Version 1.1

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1.1 Purpose

This policy details the purpose, use and management of the CCTV system used at Northwood Central Club and details the procedures to be followed in order to ensure that the club complies with relevant legislation and the current Information Commissioner's Office CCTV Code of Practice.

The CCTV system is owned and managed by Northwood Central Club. Under current data protection legislation Northwood Central Club is the 'data controller' for the images and video produced by the CCTV system.

The CCTV system operates to meet the requirements of the Data Protection Act and the Information Commissioner's guidance.

1. CCTV System overview

The Head Bar steward is responsible for the overall management and operation of the CCTV system, including activities relating to installations, recording, reviewing, monitoring and ensuring compliance with this policy.

The CCTV is operated in the car park, side walkway, seating area, bar and kitchen where seven fixed cameras are installed.

Signs are placed in the car park, at the bar and to inform staff and club members that CCTV is in operation.

The House and Development committee member is responsible for ensuring that adequate signage is in place in line with the ICO CCTV code of practice

The CCTV system is operational and is monitoring 24 hours a day, every day of the year.

2. Purpose of the CCTV system

The purpose of the CCTV system is

- To protect the clubs' premises to ensure it is kept free from intrusion, theft, damage or disruption
- Assist in prevention and detection of crime
- Assist with the identification, apprehension, and prosecution of offenders
- Assist with the identification of actions/activities that might result in disciplinary proceedings against staff and members.

The system will be provided and operated in a way that is consistent with an individual's right to privacy.

3. Monitoring and Recording

The CCTV system runs 24 hours a day, 7 days a week and comprises of seven fixed position cameras; pan tilt and zoom cameras; monitor; digital recorder and public information sign.

The seven CCTV cameras are located at high level points in the bar area, kitchen, and car park.

Although every effort has been made to ensure maximum effectiveness of the CCTV system; it does not cover all areas and it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

Data will be collected and stored on a hard drive unit located behind the bar.

Images and video footage will be stored in black and white at night and colour during the day. Sound will not be recorded.

4. Access to and Disclosure of images to third parties

In limited circumstances it may be appropriate to disclose images to a third party, such as when a disclosure is required by law, in relation to the prevention or detection of crime or in other circumstances where an exemption applies under relevant legislation.

Where a suspicion of misconduct arises and at the formal request of the Club President, House and Development Committee member, the Head Bar Steward may provide access to CCTV images for use of disciplinary cases.

A record of any disclosure made under this policy will be recorded, itemising the date, time, camera, requestor, authoriser and reason for the disclosure.

5. Applications by individual data subjects

Staff and club members will be able to request footage relating to their personal data that is held on the CCTV system by emailing their request to the Club Secretary with details of time and date and individual concerned. It will be at the Club Secretary's discretion to grant requests to release footage.

6. Retention of Images

CCTV images and video footage will be retained for no longer than 15 days from the date of recording. Images will be automatically overwritten after this point.

7. Review and Ratification

This policy has been approved and ratified by Northwood Central Club Committee. The policy will be reviewed annually or earlier if there are changes in legislation affecting the subject matter of this policy.

This policy will be subject to The Northwood Central Club policy control processes and reviewed annually. In the event that anyone has any potential concerns regarding the information laid out in this policy, they should be referred back to the Club Secretary.