



**Southbourne Surf Life Saving Club**

# **CCTV POLICY**

Overview:

All members of Southbourne Surf Life Saving Club are expected to adhere to this policy.

Comments, errors and amendments can be notified to the Club Secretary.

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## **1. PURPOSE OF POLICY**

To clarify the use by the club of close circuit television cameras (CCTV) which have been approved by the Committee to be installed inside and around perimeter of the club.

We reserve the right to amend this CCTV Policy from time to time without prior notice.

When we change this notice in a material way, we will update the document version control.

The amendment will take effect once the revised CCTV Policy is available via a link on our website <https://southbourne.org.uk/>.

## **2. REASONS FOR CCTV**

The purpose of the cameras is to –

- ❖ deter people engaging in anti-social and illegal activity which impacts on the
- ❖ overall amenity of the club;
- ❖ better protect the club's property, gear and equipment from damage and or theft;
- ❖ better protect individual members' gear and equipment from damage and or theft
- ❖ while it is on club premises;
- ❖ assist in the identification of members of the public who engage or are suspected
- ❖ of engaging in illegal and or anti-social behaviour in and around the club;
- ❖ assist in the identification of members of the public who trespass onto the club
- ❖ premises without reasonable cause;
- ❖ assist in the identification of members who engage in or are suspected of
- ❖ engaging in serious misconduct in and around the club (refer to clause 7 for meaning of serious misconduct).

Our legal basis for using CCTV images is outlined in our **Privacy & Data Protection Policy**.

## **3. RETENTION OF CCTV FOOTAGE**

Footage captured by the CCTV shall be kept for a period of twenty-eight (28) days.

## **4. SECURITY OF INFORMATION**

Footage will be retained securely and will be accessible only by people authorised and appointed by the Committee or others as may be authorised or required by law.

Authorised people will be appointed by name in Committee Minutes.

This policy recommends that authorised people must be a Committee Member or a Trustee.

The Chair is responsible for ensuring footage is securely retained and appropriately accessed.

## **5. ACCESS TO INFORMATION BY AUTHORISED PEOPLE**

- (i) Access to the footage by authorised people must only be for a purpose outlined in section 2 of this policy.
- (ii) The administration officer and or caretaker may also access the footage to ensure the on-going integrity of the CCTV system and record keeping process.

## **6. DISCLOSURE OF INFORMATION TO OTHER PEOPLE**

- (i) Anyone who believes they may be depicted may request to view the footage provided there is a reasonable cause for doing so. Any viewing of the material must take place in the company of one or more of the authorised people referred to in clause 4. The viewing is to be arranged at a time that is convenient to both parties.
- (ii) If requested by police or council as part of any on-going criminal investigation or council enforcement issue, footage may be shown to a duly authorised police officer or council officer. If considered necessary by police or council officers, a copy of any footage viewed may be provided upon request.
- (iii) If an authorised person believes footage which identifies a person engaged in anti-social or criminal behaviour in or around the club should be reported to the police, the authorised officer shall first bring the matter to the attention of the Committee. The Committee shall then decide whether the police should be notified and or given access to or provided with a copy of the footage.
- (iv) Footage may be disclosed if required by law.

## **7. USE OF INFORMATION IN RELATION TO MEMBERS ENGAGING IN SERIOUS MISCONDUCT**

Footage must only be used for the purpose of identifying members who engage in or are suspected of engaging in serious misconduct. It shall not be used for minor infringements of club rules. For the purposes of this policy, "serious misconduct" includes but is not limited to:-

- ❖ Engaging or attempting to engage in criminal activity
- ❖ Actively allowing non-members to access club change rooms and other areas which are for members only without reasonable cause
- ❖ Accessing change rooms of the opposite sex without reasonable cause
- ❖ Repeated misuse of club gear or equipment

## **8. DESTRUCTION OF INFORMATION**

Subject to any requirement to retain information for police or council officers in relation to any on-going investigation, the Administration Officer shall arrange for CCTV footage to be destroyed after the retention period referred to in clause 3.

## **9. NOTIFICATION TO MEMBERS AND GENERAL PUBLIC**

The Committee shall ensure that appropriate signage is displayed in and around the club advising club members and members of the general public of the existence of the CCTV.