

Everybody Sport and Recreation Close Circuit Television Policy

1. INTRODUCTION

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Everybody Sport & Recreation facilities. This policy follows Data Protection Act Guidelines. The Policy will be subject to review annually.

The CCTV system is owned by Everybody Sport and Recreation Ltd.

The system comprises of internal and external cameras located at all 15 sites. All cameras are monitored at various locations during opening hours.

Any use of CCTV systems at a facility will not intrude unreasonably on the privacy of public or staff. Monitoring is done expressly for the protection of public, and consideration of the placement of cameras will be very sensitive to avoid areas that would reasonably be considered to be inappropriate.

2. OBJECTIVES OF THE CCTV SCHEME

- (a) To ensure personal safety of public and staff
- (b) To protect buildings and their assets
- (c) To support the Police
- (d) To assist in identifying, apprehending and prosecuting offenders
- (e) To protect members of the public and private property
- (f) To assist in managing the facility

3. STATEMENT OF INTENT

The CCTV scheme is 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.

Everybody Sport and Recreation will treat the system and all information, documents and recordings obtained and used as data which is protected by the Act.

Cameras will be used to monitor areas and activities within the facility and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of public and staff, together with its visitors. CCTV cameras are fixed in terms of their positioning.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released for use in the investigation of a specific crime and with the written authority of the Police or other third party. Recordings will never be released for the purposes of entertainment.

The planning and design has endeavoured to ensure that the scheme will provide maximum effectiveness/usefulness whilst ensuring reasonable privacy, 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 around the buildings covered by the CCTV system.

4. OPERATION OF THE CCTV SYSTEM

The scheme will be administered and managed by Everybody Sport and Recreation, in accordance with the principles and objectives expressed in the Code of Practice.

The day-to-day management will be the responsibility of the General Manager but any incidents must be reported to the Data Controller.

The CCTV system will be operated throughout all opening hours of the building.

The General Manager will check and confirm the efficiency of the system on a weekly basis and in particular that the equipment is properly recording and that cameras are functional.

Any maintenance issues will be reported to the CCTV maintenance company.

Access to the CCTV facilities will be strictly limited to the Maintenance Company, ICT technician, General manager and Data Controller.

5. MONITORING PROCEDURES

Camera surveillance will be maintained at all times. Pictures will be continuously recorded, and are accessible only by the Centre Duty Managers and Centre Manager, Data Controller or ICT Technician.

6. RECORDING PROCEDURES

(to be used in conjunction with the CCTV Process Flows App 1&2)

In order to maintain and preserve the integrity of the recordings used to record events from the hard drive and the facility to use them in any future proceedings, the following procedures, for their use and retention, must be strictly adhered to:

- I. The incident date and time will be reviewed from the CCTV unit.
- II. If the incident is an internal incident, the footage will be extracted and stored in a marked and sealed envelope, in the site safe.
- III. If footage is required for evidential purposes, it must be sealed and collected by Cheshire Police where a release form will be required.
- IV. If the footage is for any other purpose a subject access form will be required and Everybody Sport and Recreation reserves the right to not release the footage.

Footage may be viewed by the Police for the prevention and detection of crime. A record will be maintained of the release of footage to the Police or other authorised applicants. A register will be available for this purpose.

Viewing of footage by the Police must be recorded in writing and in the log book. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998.

Should footage be required as evidence, a copy may be released to the Police under the procedures described in Appendix One.

Footage will only be released to the Police on the clear understanding that the footage remains the property of Everybody Sport and Recreation, and both the footage and information contained on it are to be treated in accordance with this Code/Policy.

Everybody Sport and Recreation also retains the right to refuse permission for the Police to pass the footage or any part of the information contained thereon to any other person/third party. On occasions when a Court of Law requires the release of an original footage, this will be produced from the secure evidence store complete in its sealed bag.

The Police may require Everybody Sport and Recreation to retain the stored footage for possible use as evidence in the future. Such footage will be properly indexed and properly and securely stored until they are needed by the Police.

Applications received from outside bodies (e.g. solicitors) to view or release footage will be referred to the Data Controller. In these circumstances footage will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in such circumstances.

7. BREACHES OF THE CODE (including breaches of security)

Any breach of the Code of Practice by Everybody Sport and Recreation staff will be initially investigated by the Data Controller in order to take the appropriate disciplinary action. Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy such a breach.

8. ASSESSMENT OF THE SCHEME & CODE OF PRACTICE

This CCTV policy will be reviewed annually.

9. ACCESS BY THE DATA SUBJECT

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relates) with a right to data held about themselves, including those obtained by CCTV. Requests for Data Subject Access should be made in writing to the Data Controller.

10. COMPLAINTS

Any complaints regarding Everybody Sport and Recreation CCTV systems should be addressed to the Data Controller.

Everybody Sport and Recreation
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11. PUBLIC INFORMATION

Copies of this Code of Practice will be available to the public from the centre Manager or visiting

<https://www.gov.uk/search?q=CCTV>

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