

# **CCTV POLICY (General Data Protection Regulation)**

## **1 Introduction**

1.1 Chilham Parish Recreation Ground Trust (CPRGT) uses closed circuit television (CCTV) images to deter and reduce crime and antisocial activity in order to provide a safe and secure environment for members of the public, to prevent the loss or damage to property, and to identify misuse of the ground and facilities .

1.2 The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998. CCTV and the associated images are governed by the General Data Protection Regulation (GDPR). This policy outlines CPRGT's use of CCTV and how it complies with the Act.

## **2 Statement of Intent**

2.1 CPRGT complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly, and safeguards both trust and confidence in its continued use. The Code of Practice is published on the ICO website.

2.2 In areas where CCTV is used, CPRGT will ensure that there are prominent signs placed within the controlled area.

2.3 It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

2.4 Policies, procedures and authorised personnel shall be reviewed annually and updated as necessary.

## **3 The CCTV System**

3.1 The system shall consist of a number of fixed high-definition cameras and a multi-channel recording unit.

3.2 The system does not have sound recording capability.

3.3 The CCTV system is owned and operated by CPRGT and is controlled by the Chairman and other members of the Committee under guidance from the Trustees.

3.4 The CCTV may be monitored remotely by CPRGT approved authorised personnel as necessary.

3.5 Access to recordings shall be securely password protected to prevent unauthorised access.

3.6 Any data or images sent wirelessly or via the internet shall be suitably encrypted to prevent unauthorised access.

3.7 All authorised operators with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are aware of the restrictions in relation to access to, and disclosure of, recorded images.

3.8 CCTV images will be automatically recorded on a secure, password-protected control unit, and shall be automatically deleted after a certain suitable period.

3.9 Recorded CCTV images will normally be accessed by authorised personnel only in the event of a qualifying incident, or during routine system testing.

#### **4 Siting the Cameras**

4.1 Cameras will be sited so they only capture images relevant to the purposes for which they are intended.

4.2 CPRGT will make every effort to ensure that the coverage of cameras is restricted to CPRGT's premises which will include outdoor areas.

4.3 Authorised operators shall have access to details of where CCTV cameras are situated.

#### **5 Storage and Retention of CCTV images**

Recorded data will be retained for no longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded. All retained data will be stored securely.

#### **6 Access to and Disclosure of Images to Third Parties**

6.1 Access to recorded images will be restricted to those personnel authorised to view them, and will not be made more widely available.

6.2 There will be no disclosure of recorded data to third parties other than to enforcement authorities such as the Police, and statutory organisations where these would reasonably and lawfully need access to the data.

#### **7 Subject Access Requests (SAR)**

7.1 Individuals have the right to request access to CCTV footage relating to themselves under the GDPR.

7.2 All requests should be made in writing to the Secretary.

7.3 Individuals submitting requests for access will be required to provide sufficient information to enable the relevant footage to be identified. For example, the date, time, location, and description of the applicant. A recent photograph may also be required to aid identification.

7.4 Individuals submitting requests for access will be required to provide proof of identity.

7.5 A charge of £10 will be charged per request. CPRGT reserves the right to refuse to provide access to the recordings where requests are considered to be manifestly unfounded, excessive, or repetitive.

7.6 On receipt of the required information, CPRGT will endeavour to provide access to the footage as soon as is reasonably practical, but in any event not more than 30 days.

7.7 CPRGT may be unable to provide copies of recorded images where this may prejudice the legal rights of other individuals during a Police investigation.

#### **8 Complaints**

Complaints and enquiries about the operation of CCTV within the Recreation Ground and Sports Centre should be directed to the Secretary in the first instance.

## **9 Further Information**

Further information on CCTV and its use is available from the following:

- CCTV Code of Practice (published by the Information Commissioners Office)
- Surveillance Camera Code of Practice (published by the Surveillance Camera Commissioner)
- Data Protection Act 1998
- General Data Protection Regulation
- Protection of Freedoms Act 2012
- Human Rights Act 1998