



CCTV Policy

Why we use CCTV

The Goring Social Club uses closed circuit television (CCTV) and the images produced to prevent or detect crime and to monitoring buildings and grounds in order to provide a safe and secure environment for its members, staff and visitors, and to prevent loss or damage to Club property.

The CCTV system

The system comprises a number of fixed and dome cameras. The system does not have sound recording capability.

The CCTV system is owned and operated by the Club, the deployment of which is determined by the Club Committee.

Regulations

The Clubs CCTV Scheme is registered with the Information Commissioner under the terms of the General Data Protection Regulation ('GDPR') and the Data Protection Act 2018 ('DPA 2018').

Storing of images

Recorded data will not be retained for longer than is necessary. Images are only accessible via the recording software for up to fourteen days, after which time the images are overwritten.

All data will be stored securely at all times and permanently deleted as appropriate.

Access to images

Access to recorded images will be restricted to the club steward and club secretary and will not be made more widely available.

Procedures

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images.

Individual Data Requests

Individuals have the right to request access to CCTV footage relating to themselves under the General Data Protection Regulation ('GDPR') and the Data Protection Act 2018 ('DPA 2018').

All requests should be made to the Club Secretary in writing. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

The Club will respond to requests within fourteen days of receiving the request.

The Club reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

Third Party Data Requests

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the Club where these would reasonably need access to the data (e.g. investigators).

Requests for images should be made in writing to the Club Secretary.

The data may be used within the Club's discipline and grievance procedures as required and will be subject to the usual confidentiality requirements of those procedures.

Complaints

Complaints and enquiries about the operation of CCTV within the Club should be directed to the Club Secretary in the first instance.

Further Information

Further information on CCTV and its use is available from www.ico.org.uk.