

Henleaze Swimming Club

Closed Circuit Television (CCTV) Monitoring and Recording Standard Operating Procedure

The purpose of this policy/procedure is to provide guidance regarding the use of CCTV at Henleaze Swimming Club premises.

Policy Statement

Henleaze Swimming Club is using CCTV to monitor public areas in order to deter crime and to assist the Club in providing for the security and safety of individuals and property of Henleaze Swimming Club.

Legitimate safety and security purposes for CCTV monitoring include, but are not limited to the: Protection of individuals, property and buildings; Investigation of criminal activity.

Responsibilities

The chair of Staff & Operations and the General Manager will ensure:

- Responsible and proper camera monitoring practices.
- Information obtained through video monitoring will be used exclusively for safety, security, and law enforcement purposes.
- Recorded images will be stored in a secure location with access by authorized staff only.
- Limited staff will be involved in the use of the system and will be appropriately trained and supervised in the responsible use of this technology.
- Video monitoring of public areas for security purposes at the Lake is limited to uses that do not violate the reasonable expectation of privacy.
- The General Manager oversees and coordinates the use of CCTV on the Lake grounds. Any employee, volunteer etc. will follow all the Club's policies, procedures, and guidelines in the monitoring of CCTV cameras.

Incidents

- Any incidents which are supported or initiated by CCTV will be documented in the Clubs incident book.
- In the record of the incident, the operator will enter that CCTV was used on the incident and the specific camera used and any pertinent information gathered by CCTV.

Public notice of camera area

- Signage giving notice of the Clubs use of CCTV monitoring of a public area will be posted as deemed appropriate to enhance the crime prevention value of the CCTV system.

Storage and use of information

- Captured footage will be kept securely and access will be strictly monitored.
- CCTV images will be kept for no longer than 3 months unless the footage is being used as part of an incident or investigation.
- Requests for access to the footage will be considered and comply with the Data Protection Act:

-Where the person making the request appears on the footage.

-A request from the police will be complied with immediately.

- Care will be taken not to disclose information to an unauthorised person.
- Requests for access to the CCTV information must go to the General Manager.

Signed – Alan Giles
Chair of Staff & Operations

Signed – Alison Laity
General Manager

Alison Laity, General Manager
May 2018