

# Closed Circuit Television (CCTV)

## Henleaze Swimming Club

### PURPOSE

This policy establishes how Henleaze Swimming Club will install and regulate the use of closed circuit television (CCTV) cameras to monitor and record public areas for improved safety and loss control in a way that provides a reasonable respect for the privacy of both customers and employees.

After reading this policy, employees will understand:

- The goals of CCTV monitoring
- The responsibilities those in charge of CCTV monitoring
- The proper procedures for CCTV camera use

### SCOPE

This policy applies to all employees who use CCTV equipment, as well as suppliers installing CCTV equipment, on Henleaze Swimming Club property.

### POLICY GUIDELINES

#### General Principles

The purpose of CCTV monitoring is to:

- Deter criminal activity.
- Improve safety for employees, customers and any other lawful visitor on the premises.
- Protect the property of Henleaze Swimming Club and also any other party that may have been given rights to store their own property on the premises.
- Aid in the investigation of any criminal activity that may occur on the premises.
- Aid in the investigation of any employee misconduct that violates this or any other Henleaze Swimming Club policy.

#### Rules

- Any use of CCTV equipment for purposes other than those mentioned above is a misuse of company resources and is in violation of this policy.
- All CCTV monitoring will be conducted in an ethical, professional and legal way by only those employees trained and authorised to do so.
- All CCTV monitoring will be conducted in a way that does not intrude on an individual's reasonable expectation of privacy.
- All information obtained through CCTV monitoring shall be made available only to authorised Henleaze Swimming Club employees and applicable police organisations upon request.
- All CCTV monitoring will be conducted in compliance with all other existing Henleaze Swimming Club policies. This includes non-discrimination and sexual harassment policies.
- The sections in this policy that regulate procedures for the live monitoring of CCTV feeds do not in any way imply that Henleaze Swimming Club guarantees constant live monitoring.
- This policy shall be reviewed a year after it is first implemented to make sure it is appropriately addressing the needs of Henleaze Swimming Club. At this point, any necessary revisions will be made.

**Henleaze Swimming Club is a charity limited by guarantee, registered in England and Wales.**

**Company no: 07011983; Charity no: 1132633. [www.henleazeswimmingclub.org](http://www.henleazeswimmingclub.org)**

**Registered address: Henleaze Swimming Club, Lake Road, Henleaze, Bristol BS10 5HG**

## Responsibilities

CCTV use at Henleaze Swimming Club is governed by this policy. Staff & Operations is responsible for the monitoring and managing of information collected by CCTV cameras and is also in charge of the installation or removal of any permanent or temporary cameras. In their ongoing effort to maintain the goals of this policy, will:

- Review the location of cameras to ensure that they are in compliance with this policy.
- Ensure employees and customers know that they are in an area where CCTV surveillance is being carried out through clear and prominent signage.
- Ensure to the best of their abilities that camera placement does not intrude on an employee's or customer's reasonable expectation of privacy.
- Review all complaints about camera location and whether their placement is in compliance with this policy.
- Review all requests for temporary or permanent cameras to be placed in an area that is experiencing a safety or security issue that may need to be monitored.
- Handle all requests from police organisations for information gathered by CCTV cameras.

## Operating Procedures

The following outlines the proper procedures employees must follow while working with CCTV equipment:

- All operators and managers involved with CCTV use will perform their duties in compliance with this policy.
- Equipment will be installed in a way to prevent operators from tampering with or duplicating recorded information.
- Recorded video must be stored in a secure location. Access to this location is restricted to authorised personnel only.
- Recorded video will be stored for a period of 30 days and then erased, unless it is being retained for use in a criminal or civil investigation.
- Recorded video must be viewed in the presence of a supervisor to prevent wilful or accidental manipulation of the recording.
- Operators of CCTV cameras will be trained in the ethically and legally appropriate uses of such equipment.
- Operators of CCTV cameras shall not monitor individuals based on race, ethnicity, disability, gender, sexual orientation or any other characteristic that is covered by Henleaze Swimming Club's anti-discrimination policy.
- Operators of CCTV cameras shall not monitor private areas even if they may be temporarily viewable through open windows or doors.
- Portable hidden cameras are only to be used during criminal investigations when approved by General Manager Alison Laity.
- Any employee responsible for the installation, maintenance or monitoring of any CCTV equipment will be provided a copy of this policy.