



Lostock Sports Club

Chew Moor Lane

Westhoughton

BL6 4HH

Lostock Sports Club CCTV Policy

Lostock Sports Club (the Club) uses closed circuit television (CCTV) to provide a safe and secure environment for members, guests, staff, and visitors, and to protect the Club's property and assets. This policy sets out the use and management of the CCTV equipment and recordings in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

Purposes of CCTV

The purposes of the Club installing and using CCTV systems include to:

- Assist in the prevention or detection of crime or equivalent malpractice.
- Assist in the identification and prosecution of offenders.
- Monitor the security of the Club's premises and assets.
- Ensure that health and safety rules and Club procedures are being complied with
- Assist with the identification of unauthorised actions or unsafe working practices that might result in disciplinary proceedings being instituted against staff and to help in providing relevant evidence.
- Enhance the quality of service provided by the Club.

Location of Cameras

Cameras are located at strategic points throughout the Club's premises, both inside and outside (above Bar in Club room, Hallway leading to the club room. overlooking the patio, cricket field and football field) The Club has positioned the cameras so that they only cover communal or public areas on the Club's premises, and they have been sited so that they provide clear images. No camera focuses, or will focus, on toilets, shower facilities, changing rooms, or private offices. All cameras are also clearly visible. Appropriate signs are prominently and clearly displayed so that members, guests, staff, and other visitors are aware they are entering an area covered by CCTV.

Recording and Retention of Images

Images produced by the CCTV equipment are as clear as possible so that they are effective for the purposes for which they are intended. Maintenance checks of the equipment are undertaken on a regular basis to ensure it is working properly and that the media is producing high quality images.

Images may be recorded either in constant real-time (24 hours a day throughout the year), or only at certain times, as the needs of the business dictate. As the recording system records digital images, any CCTV images that are held on the hard drive of a PC or server are deleted and overwritten on a recycling basis and, in any event, are not held for more than one month. Once a hard drive has reached the end of its use, it will be erased prior to disposal.

Images that are stored on, or transferred on to, removable media such as CDs are erased or destroyed once the purpose of the recording is no longer relevant. In normal circumstances, this will be a period of one month. However, where a law enforcement agency is investigating a crime, images may need to be retained for a longer period.

Access to and Disclosure of Images

Access to, and disclosure of, images recorded on CCTV is restricted. This will ensure that the rights of individuals are preserved, and the images can be used as evidence if required. The Club will ensure that:

- The ability to access images is restricted to authorised staff only.
- The disclosure of images to third parties is limited and in accordance with the law.
- Requests for access or disclosure are recorded.
- If images are disclosed to the media, individuals' identities are obscured.
- If images are used for training purposes, individuals' consent is obtained, or identities are obscured.

Individuals' Rights

Individuals have the right to request access to CCTV images relating to themselves under the GDPR and the DPA. The Club will comply with such requests within one month unless there is a valid reason for not doing so. Individuals also have the right to request that the Club stops processing their images if they believe it is causing them unwarranted damage or distress. The Club will respond to such requests within one month and will only continue processing the images if there is a compelling reason to do so.

Complaints

Any complaints or enquiries about the Club's CCTV system should be addressed to the Club Manager in the first instance. If the complaint or enquiry is not resolved satisfactorily, the individual can contact the Information Commissioner's Office (ICO) for further assistance.

Review

This policy will be reviewed annually or more frequently if required by changes in legislation or guidance. The Club will also monitor the use and effectiveness of the CCTV system and make any necessary improvements or adjustments.

LSC Management

2 Nov 2023