



CCTV POLICY

The Radlett Lawn Tennis and Squash Club, Charity Number 1117605 (RLTSC) has identified and documented the potential impact on individuals' privacy and taken this into account when installing and operating the CCTV system. RLTSC will review whether CCTV is still the best security solution.

As a not for profit organisation, RLTSC is exempt from the data protection fee due to the Information Commissioner's Office (ICO).

RLTSC has established a process to recognise and respond to individuals or organisations making requests for copies of the images on our CCTV footage and to seek prompt advice from the Information Commissioner where there is uncertainty.

RLTSC trains its staff in how to operate the CCTV system and how to recognise requests for CCTV information/images.

RLTSC has ensured that the CCTV images are clear and of a high quality.

RLTSC securely stores CCTV images, limits access to authorised individuals and regularly checks that the CCTV system is working properly.

RLTSC clearly informs individuals of the use of CCTV.

The C.C.T.V is monitored and recorded for members' and their guests' safety and in the interest of site security

Recordings are kept securely for approximately 14 days, after which time they are overwritten and cannot be retrieved

The club have assigned responsibility for CCTV to the club office staff and overseen by the club Trustees.

All staff who are authorised to access the cameras are familiar with the system, and with the processes for reviewing footage and extracting it if required.

All staff are familiar with the likely disciplinary penalties for misuse of the cameras.

All staff are familiar with procedures for recognising and dealing with requests for personal data.

You have the right to see CCTV images of you and to ask for a copy of them. This request may be given in writing using the Subject Access Request form available on the club's website or verbally to a member of the administration staff who will complete this form for you.

RLTSC are not allowed to disclose images of identifiable people to the media - or to put them on the internet - for entertainment. Images released to the media to help identify a person are usually disclosed by the police.

RLTSC may need to disclose CCTV images for legal reasons - for example, crime detection. Once they have given the images to another organisation, then that organisation must adhere to the Data Protection Act in their handling of the images.