

HSSC CCTV POLICY 2023

(Last updated 4th October 2023)

Introduction:

The purpose of this Policy is to regulate the management, operation and use of the closed-circuit television (CCTV) system at Hythe and Saltwood Sailing Club. The system comprises of a number of fixed cameras located around the premises both on and in the Club building.

The system can only be accessed by the Vice Commodore and by nominated Committee members. The Club owns the CCTV system. This policy will be subject to review by the Committee.

Objectives of the CCTV Policy include:

- To help protect the Club buildings, property, bar stock and other items.
- To help protect equipment belonging to Members stored at the club.
- To support the Police in a bid to deter and detect crime.
- To assist in identifying, apprehending and potentially prosecuting offenders.

Statement of intent:

The Club will treat the all recordings obtained as confidential. Cameras will be used to monitor activities within the Club and grounds to identify adverse activity occurring, anticipated or perceived. Static cameras are positioned to ensure they do not focus on private homes, gardens and other areas of private property. Cameras will be configured to not record audio.

Materials or knowledge secured as a result of CCTV use will not be used for any commercial purpose.

Members ***MUST*** not interfere or tamper with the CCTV system or allow non-members to do so. If any Member or other is found to have tampered with the system the Committee reserves the right take appropriate and proportional action and also reserves the right to file a Police report.

Images will only be released externally to the Club for use in the event of:

- An investigation of a specific crime with the request of the Police.
- An investigation of anti-social behaviour, assault, theft, vandalism or other reportable activity.

Images will never be released to the media for purposes of entertainment.

The planning and design of the system has endeavoured to ensure that the CCTV Scheme will give maximum effectiveness and efficiency within available means, but it is not possible

to guarantee that the system will cover or detect every single incident taking place in the areas of coverage. Warning signs, as required have been placed at all access routes to areas covered by the Club's CCTV system.

Operation of the system:

The CCTV system will be administered by flag officers of the HSSC Committee. The day-to-day management will be the responsibility of the Vice Commodore. The CCTV system will operate 24 hours each day, every day of the year. The images captured will be retained for a maximum of 180 days except where an image identifies an issue and is retained specifically in the context of an investigation or Subject Access request.

Control and Liaison:

The Committee or Vice Commodore will periodically check and confirm the efficiency of the system and, in particular, that the equipment is properly recording, and the cameras are functional. The Club will liaise with a suitable supplier regarding servicing and/or repairs and maintenance of the system.

Monitoring procedures:

- a) Each Recording required for evidential purposes will be securely stored.
- b) The Club Committee will maintain a record of any Recording released to the Police or other authorised applicants.
- c) Viewing of footage by the Police or any external individual must be recorded in writing.
- d) The Police may require the Club to retain any stored Recordings for possible use as evidence in the future. Such Recordings will be properly indexed and securely stored until the Police need them

Complaints:

Any complaints about the Club's CCTV system should be addressed to the Committee by email to vicecommodore@hssc.net

Requests for Data Subject Access should be made through the Committee. The Club reserves the right to make a charge of up to £50.

Public information:

Copies of this policy are available for download to the public from the Club website.