

# **EVERTON SPORTS AND COMMUNITY PAVILION CLOSED-CIRCUIT TELEVISION POLICY**

## **1. Introduction**

- 1.1. The Everton Sports and Community Pavilion buildings are owned by Hordle and Everton Parish Council, leased to a charity Everton Sports and Community Pavilion, charity No:294875.
- 1.2. The Charity is run by a committee of Trustees, including two Parish Councillors, who oversee the management and maintenance of the buildings and set policies and procedures for the smooth and safe running of the facilities on behalf of the village.
- 1.3. This document sets out the Pavilion's Closed-Circuit Television (CCTV) Policy.

## **2. Purpose**

- 2.1. Closed-circuit television (CCTV) is installed at the Pavilion to deter crime and vandalism, to prevent the loss or damage to property and to provide a safe and secure environment for users, contractors and visitors.
- 2.2. The system comprises four fixed cameras. There is no sound recording capability. The CCTV is monitored by the Chairman and nominated committee members.
- 2.3. The use of CCTV, and the associated recorded images, is covered by the General Data Protection Regulation and Data Protection Act 2018.
- 2.4. This policy outlines use of CCTV and how it complies with the Act.
- 2.5. All those authorised to access images are aware of the procedures that need to be followed, and the restrictions in relation to access to, and disclosure of, recorded images.

## **3. Need**

- 3.1. The Pavilion complies with the Information Commissioner's Office (ICO) CCTV Code of Practice<sup>1</sup> to ensure it is used responsibly.

<sup>1</sup> <https://ico.org.uk/media/1542/cctv-code-of-practice.pdf>

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## **4. Policy Points**

### **4.1. Warning Signs:**

- 4.1.1. CCTV warning signs will be clearly and prominently placed at all external entrances to the Pavilion. Signs will contain details of the purpose for using CCTV.

### **4.2. Siting the Cameras and Coverage:**

- 4.2.1. The planning and design have endeavoured to ensure that the CCTV system will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- 4.2.2. Cameras will be sited so they only capture images as far as possible relevant to the purposes for which they are installed (described in 2.1 above) and care will be taken by the installers to ensure that reasonable privacy expectations are not violated. The installers will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.
- 4.2.3. CCTV will cover external entrances/exits of the premises and areas relevant to the building but may inadvertently capture public areas due to the nature of the building and its location.
- 4.2.4. Recorded data will be securely retained for 14 days and then deleted, unless a Subject Access Request (described in 4.4 below) has been made or the footage forms part of an investigation by authorised personnel such as the Police and other official investigators. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.

### **4.3. Access to CCTV images:**

- 4.3.1. Access to recorded images will be restricted to those committee members authorised to view them and will not be made more widely available.

#### **4.4. Subject Access Requests (SAR):**

4.4.1. Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act. There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police or other official investigators.

4.4.2. We reserve the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

4.4.3. All requests should be made in writing to the Chairman or Committee. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified: i.e. date, time and location. A fee of £10 will be charged per request. We will respond to requests within 40 calendar days of receiving the written request and fee.

#### **5. Complaints**

5.1. Complaints and enquiries about the operation of the Pavilion's CCTV system should be directed to the Committee in the first instance, phone 01590 644269 or email [evertonpavilion@gmail.com](mailto:evertonpavilion@gmail.com)

#### **6. Review**

6.1. This policy will be reviewed annually by the Committee or when new legislation requires this policy to be updated. The CCTV Notice appended to this policy forms a checklist for the committee's use and can also be displayed on the noticeboard to provide assurances on the proper use of CCTV to users, contractors, recreation ground users and other visitors.

## Everton Sports and Community Pavilion CCTV.

The committee have considered the need for using CCTV and have decided it is required for the prevention and detection of crime (antisocial behaviour and vandalism) and for protecting the safety of the public, users of the facilities, and ensuring proper legal use of the car park and buildings. It will not be used for other purposes. We conduct an annual review at our AGM of our use of CCTV using this checklist.

Criteria	Checked
There is a named individual who is responsible for the operation of the system.	✓
The problem we are trying to address has been clearly defined and installing cameras is the best solution.	✓
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.	✓
Cameras have been sited so that they provide clear images.	✓
Cameras have been positioned to avoid capturing the images of persons not visiting the premises wherever possible.	✓
There are visible signs showing that CCTV is in operation. Contact details of the operators are displayed on the sign(s).	✓
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.	✓
The recorded images will only be retained long enough for any incident to come to light (e.g. for a crime to be reported or damage observed) and the incident to be investigated.	✓
Except for law enforcement bodies, images will not be provided to third parties.	✓
The potential impact on individuals' privacy has been identified and taken into account in the use of the system.	✓
The organisation knows how to respond to individuals making requests for copies of their own images.	✓
Regular checks are carried out to ensure that the system is working properly and produces high quality images.	✓