

Westcliff Lawn Tennis Club

CCTV Policy

Introduction

The purpose of this Policy is to regulate the management, operation and use of the Closed-Circuit Television (CCTV) System at Westcliff Lawn Tennis Club. The system comprises of 4 static cameras located in the Car Park, Pedestrian Access to Club, Main Courts and Coaching Courts.

All cameras are linked to a monitor located in the Club Hut adjoining the entrance. The system can only be accessed by the Club Captain, Head Coach, Welfare Officer and System Administrator. Recordings shall only be reviewed by the Club Captain, Head Coach and Welfare Officer (who are subject to ongoing DBS checks).

The Club owns the CCTV system. The Policy will be subject to annual review by the WLTC Committee. This Policy follows the Data Protection Act guidelines.

Objectives of the CCTV Policy

The objectives of the Club's use of CCTV are:

- a) To safeguard all persons using the private car park and access-controlled grounds
- b) To help protect the Club buildings, equipment and property stored at the Club
- c) To support the Police in a bid to deter and detect crime
- d) To assist in identifying, apprehending and potentially prosecuting offenders

Statement of intent

The Club shall treat the system and all recordings obtained and used as data protected by the Act.

Cameras will only be used to monitor activities within the Car Park and Club grounds in the vicinity of the access-controlled gates and courts to identify adverse activity actually occurring or safeguarding concerns, anticipated or perceived.

Static cameras are positioned to ensure they do not focus on private homes, gardens and other areas of private property. Knowledge secured as a result of CCTV use will not be used for any commercial purpose. Images will only be released for use in the investigation of a reported incident to the LTA Safeguarding team and/or upon written request of the police, other than incidents in the Car Park which would assist in identifying the vehicles involved, where images can be made available to the vehicle owner or insurance company. Images will never be released to the media for purposes of entertainment.

The planning and design of the CCTV system has endeavoured to ensure that CCTV 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 by the Code of Practice of the Information Commissioner, have been placed at all access routes and areas covered by the Club's CCTV system.

Operation of the system

The CCTV system will be administered and managed by the Club Captain and Systems Administrator in accordance with the values and objectives expressed in the code. The CCTV system will operate 24 hours each day, recording all activity.

Control and Liaison

The system provider Ray Shipman, Associated Security Systems Ltd will be used to service the system as required. The Club Captain and Systems Administrator shall ensure that the CCTV

system is properly recording and that cameras are functional. Any faults found shall be reported and rectified in conjunction with Ray Shipman, Associated Security Systems Ltd.

Monitoring procedures

Camera surveillance is maintained at all times and footage continuously recorded and retained on the system for 14 days on a rolling loop. After 14 days, the system automatically overwrites any data captured.

Incident Investigation

Recordings shall only be reviewed when an incident that requires investigation is reported to the Club Captain, Head Coach or Welfare Officer.

Other than Car Park incidents, where recordings are required for evidential purposes, they shall be downloaded to a memory stick which is identified with the date of the incident and retained by the Club Captain or Welfare Officer or in the access controlled safe in the bar.

Images may be viewed by the Police for the prevention and detection of crime. A record will be maintained of any memory stick released to the Police, or other authorised applicants including the LTA Safeguarding team. A register will be maintained for this purpose

Viewing of footage by the Police or any external individual must be recorded in writing and entered in the register. Requests by the Police can only be authorised under section 29 of the Data Protection Act 1998. Should images be required as evidence, a copy may be released to the Police under the procedures described in this paragraph of this Code. Images will only be released to the Police on the clear understanding that the memory stick remains

the property of the Club, and both it and images on it are to be treated in accordance with this code.

The Club also retains the right to refuse permission for the Police to pass to any other person the memory stick or any part of the images contained thereon. The Police may require the Club to retain any stored memory stick/images for possible use as evidence in the future. Such memory stick/images will be properly indexed and securely stored until the Police need them. Other than Car Park incidents, applications received from outside bodies (e.g., solicitors) to view or release footage stored on memory stick will be referred to the Club Captain and Committee. In these circumstances memory stick/images will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, or in response to a Court Order.

Breaches of the code (including breaches of security)

The Club Captain and Welfare Officer will initially investigate any breach of the Code of Practice.

Complaints

Any complaints about the Club's CCTV system should initially be addressed to the Club Captain.

Complaints will be dealt with in accordance with the ICO Code of Practice.

Access by the Data Subject

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relates) with a right to data held about them, including those obtained by CCTV. Requests for Data Subject Access shall be made through the Club Captain and must be processed within 30 days.

Public information

This policy is available on the Club Website.

Contact Details

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