

## **CCTV POLICY**

WLTC is fully committed to the safety of its Members/Staff/Visitors and to this extent has invested in the security of its buildings and facilities.

CCTV systems are based around digital technology and therefore need to be treated as information that will be processed under the Data Protection Act 1998.

The system comprises of a number of cameras located both internally and externally around the Club. All cameras may be monitored and are only available for use by approved members of the committee

The CCTV system is owned by the Club.

Objectives of the CCTV System are;

1. To protect the Club buildings and its assets to ensure they are kept free of intrusion, vandalism, damage or disruption.
2. To maintain the personal safety of Members, Staff and Visitors and reduce the fear of physical abuse, intimidation and crime
3. To support the police in a bid to deter and detect crime.

Statement of Intent;

1. The club will comply with the Data Protection Act 1998, whether it be information, recordings and downloads which relate to the CCTV system
2. Cameras will be used to monitor activities within the Club building, the car park and other areas to identify criminal activity in order to secure the safety and wellbeing of the members within the Club premises.
3. The planning and design of the existing CCTV System has endeavoured to secure that it will give maximum effectiveness and efficiency but it is not possible to guarantee it will cover all eventualities.
4. Warning signs have been placed at all access routes covered by the CCTV System.
5. The System will be administered and managed by a nominated committee member
6. The CCTV System will be operated 24/7
7. Access to the system will be strictly limited to members of staff approved by the committee
8. The CCTV System may generate a certain amount of concern from members/visitors/guests. Any such concerns expressed should be forwarded to the committee in writing.
9. Administrative functions will include maintaining hard disc space, filing and system performance.
10. Permission so that police may view recordings will need to be granted by the Club Committee.

Any breach of this policy by Club staff/members will be initially investigated by a nominated committee member.

Any complaints about the CCTV System should be addressed to the Club Committee. The Data Protection Act provides "individuals to whom personal data relates" with a right to data held about themselves. Such requests should be made in writing to the Club Committee.