

Hunstanton Ski Club Limited

CCTV POLICY

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Apr 2024	Initial Document	0.1	Ashley Cooper	2024 Cttee
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1 Introduction and Purpose

This document serves to provide a comprehensive usage policy for the CCTV system installed within the Clubhouse. It aims to inform all members and visitors about the guidelines and regulations governing the operation, monitoring, and recording activities of the CCTV system. The policy ensures that the system is utilised responsibly and in compliance with relevant privacy laws and standards, thereby safeguarding the security and privacy of all individuals within the premises.

2 Purpose of Club CCTV

The purpose of installing Closed-Circuit Television (CCTV) at Hunstanton Waterski Club Limited is to enhance the safety and security of the premises, protect assets, and provide a deterrent to vandalism, theft, and other unauthorised activities. This governance framework applies to all aspects of CCTV usage within the club premises

3 Compliance

All CCTV operations at HWC will comply with relevant laws and regulations governing the use of CCTV, including but not limited to data protection and privacy laws.

4 Data Protection and Privacy

- CCTV recordings will **only** be used for the purposes stated in this governance framework
- Access to CCTV footage will be restricted to authorised personnel only
- Any personal data captured by CCTV will be processed in accordance with applicable data protection laws
- Signs will be prominently displayed to inform individuals that CCTV is in operation on the premises

5 CCTV Monitoring and Recording

- CCTV cameras will be strategically placed to cover key areas of the club premises, such as entrance points, parking areas, and equipment storage areas
- CCTV cameras will record continuously, and footage will be stored securely
- Access to live CCTV feeds will be limited to authorised personnel for monitoring purposes

6 Access Control

- Access to CCTV footage will be restricted to authorised personnel which shall be the Commodore and Camera maintenance provider
- Access requests for CCTV footage will be documented, and access will be granted only for legitimate purposes, such as investigating security incidents or complying with law enforcement requests

7 Retention and Storage

- CCTV footage will be stored securely and retained for a specified period, in accordance with legal requirements and the Club's policies

- After the retention period has elapsed, CCTV footage will be securely deleted, unless it is required for ongoing investigations or legal proceedings

8 Training and Awareness

- Staff responsible for monitoring CCTV cameras will receive appropriate training on the use of CCTV systems, data protection principles, and privacy considerations
- All club members and visitors will be made aware of the presence of CCTV cameras on the premises and the purposes for which they are used

9 Review and Audit

- This governance framework will be reviewed periodically to ensure its effectiveness and compliance with relevant laws and regulations
- Regular audits will be conducted to assess the implementation of CCTV policies and procedures and identify any areas for improvement

10 Reporting

Any breaches of this governance framework or incidents involving the misuse of CCTV will be promptly reported to the appropriate authorities and dealt with in accordance with Club policies and procedures.

11 Amendments

Amendments to this governance framework may be made as necessary to reflect changes in technology, legislation, or Club operations. Any amendments will be communicated to relevant stakeholders.