

CCTV Policy

1st Findon Valley Scout Group is committed to respecting your privacy.

This policy is to explain how we use closed circuit television (CCTV) video images to provide a safe and secure environment at the Group's premises, such as members, volunteers, visitors, contractors, suppliers, and to protect the Group's property. It also sets out the use and management of the CCTV equipment and video images in compliance with the Data Protection Act 1998 and the Information Commissioner's Office CCTV Code of Practice.

The Group's CCTV facility records video images only. There is no audio recording i.e. conversations are not recorded on CCTV.

Purpose

The purposes of the Group using CCTV systems include (but are not limited to):

- To assist in the prevention or detection of crime or equivalent malpractice.
- To assist in the identification and prosecution of offenders.
- To monitor the security of the Group's premises.
- To assist with the identification of unauthorised actions and to assist in providing relevant evidence.
- To assist in providing a safe environment for volunteers, members and other users of the Group's premises.

Implementation

The Group Trustee Board is responsible for the implementation of and compliance with this policy and the operation of the CCTV system and they will conduct a regular review of the Group's use of CCTV. Any complaints or enquiries about the operation of the Group's CCTV system should be addressed to them.

Camera Locations

Cameras are located at strategic points throughout the Group's premises. The Group has positioned the cameras so that they only cover communal or public areas on the Group's premises, and they have been sited so that they provide clear images. No camera focuses, or will focus, on the toilets.

All cameras (with the exception of any that may be temporarily set up for covert recording) are also clearly visible.

Appropriate signs are prominently displayed so that volunteers, members and other visitors are aware they are entering an area covered by CCTV.

Recording and retention of images

Images produced by the CCTV equipment are intended to be as clear as possible so that they are effective for the purposes set out above. Maintenance checks of the equipment are undertaken on a regular basis to ensure it is working properly and that the media is producing high quality images.

Images may be recorded either in constant real-time (24 hours a day throughout the year), when motion is detected, or only at certain times, as the needs of the Group dictate.

As the recording system records new digital video images, any CCTV images that are held on the hard drive of the control unit are deleted and overwritten on a recycling basis. Once a hard drive has reached the end of its use, it will be erased prior to disposal.

Images that are shared with Law enforcement will be retained in line with that organisations retention policy.

Access to and disclosure of Images

Access to, and disclosure of, images recorded on CCTV is restricted. This ensures that the rights of individuals are retained. The images that are filmed are recorded centrally and held in a secure location. Access to recorded images is restricted to the Group Trustee Board, who are the operators of the CCTV system, and to those line managers who are authorised to view them in accordance with the purposes of the system. Viewing of recorded images will take place in a restricted area to which other members will not have access when viewing is occurring.

Disclosure of images to other third parties will only be made in accordance with the purposes for which the system is used and will be limited to:

- The police and other law enforcement agencies, where the images recorded could assist in the prevention or detection of a crime or the identification and prosecution of an offender or the identification of a victim or witness.
- Prosecution agencies, such as the Crown Prosecution Service.
- Relevant legal representatives.
- Line managers within Scouting who are authorised to view them in accordance with the purposes of the system.
- Individuals whose images have been recorded and retained (unless disclosure would prejudice the prevention or detection of crime or the apprehension or prosecution of offenders).

The Group Trustee Board must authorise disclosure of images to external third parties such as law enforcement agencies. Authorisation must be sought from two members of the Group's Trustee Board and good practice would suggest one member to be the Group Chair, although it is recognised this is not always possible or appropriate.

All requests for disclosure and access to images will be documented, including the date of the disclosure, to whom the images have been provided and the reasons why they are required. If disclosure is denied, the reason will be recorded.

Individuals' access rights

Under General Data Protection Regulations (GDPR), individuals have the right on request to receive a copy of the personal data that the Group holds about them, including CCTV images if they are recognisable from the image. If you wish to access any CCTV images relating to you, you must make a written request to the Data Protection Officer at: dpo@1stfindonvalleyscouts.org.uk

Your request must include the date and approximate time when the images were recorded and the location of the particular CCTV camera, so that the images can be easily located, and your identity can be established as the person in the images. The Group will respond promptly and in any case within 29 calendar days of receiving the request.

The Group will always check the identity of the person making the request before processing it.

The Group Trustee Board will first determine whether disclosure of your images will reveal third party information as you have no right to access CCTV images relating to other people. In this case, the images of third parties may need to be obscured if it would otherwise involve an unfair intrusion into their privacy. If the Group is unable to comply with your request because access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders, you will be advised accordingly.