

Royal Southampton Yacht Club

CCTV Policy



The Royal Southampton Yacht Club uses closed circuit television cameras to monitor our premises and site.

This policy sets out how we do that and how we manage the system.

If you have any queries about the system, please contact RCFacilities@rsyc.org.uk

The Royal Southampton Yacht Club uses closed circuit television (CCTV) images to provide a safe and secure environment for members and visitors to the Club's premises as well as to protect the Club's property.

This policy sets out the use and management of the CCTV equipment and images in compliance with the Data Protection Act and the Information Commissioner's Office CCTV Code of Practice.

The Club's CCTV facility records images.

PURPOSES OF CCTV

The purposes of the Club installing and using CCTV systems include to:

- assist in the prevention or detection of crime or equivalent malpractice.
- assist in the identification and prosecution of offenders.
- monitor the security of the Club's premises.

LOCATION OF CAMERAS

Cameras are located at strategic points throughout the Club's premises, currently the slipway pontoon and walkway. The Club has positioned the cameras so that they only cover communal or public areas on the Club's premises, and they have been sited so that they provide clear images. All cameras are clearly visible. Cameras may be added as required to enhance coverage of the Club premises both internally and externally in the future.

Appropriate signs are prominently and clearly displayed so that 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 as clear as possible so that they are effective for the purposes for which they are intended. 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), or only at certain times, as the needs of the Club dictate.

As the recording system records digital images, any CCTV images that are held on the hard drive of a PC or server are deleted and overwritten on a recycling basis and, in any event, are not held for more than two months. Once a hard drive has reached the end of its use, it will be erased prior to disposal. Images that are stored on, or transferred on to, removable media such as memory sticks are erased or destroyed once the purpose of the recording is no longer relevant. In normal circumstances, this will be a period of one month. However, where a law enforcement agency is investigating a crime, images may need to be retained for a longer period.

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. Images can only be disclosed in accordance with the purposes for which they were originally collected.

The images that are filmed are recorded centrally and held in a secure location. Access to recorded images is restricted to the operators of the CCTV system and to those Flag Officers and staff 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. If media on which images are recorded are removed for viewing purposes, this will be documented.

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

The Commodore or his/her nominated deputy of the Royal Southampton Yacht Club are the only person who is permitted to authorise disclosure of information to external third parties such as law enforcement agencies.

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. A formal request in writing must be made to the Commodore.

INDIVIDUALS' ACCESS RIGHTS

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about them, including those obtained by CCTV. Requests for Data Subject Access should be made through the Commodore.

TRAINING

The Club will ensure that all employees handling CCTV images or recordings are trained in the operation and administration of the CCTV system and on the impact of the Data Protection Act, with regard to that system.

IMPLEMENTATION

The Commodore and Executive Committee of the Royal Southampton Yacht Club are responsible for the implementation of and compliance with this policy and the operation of the CCTV system and they will conduct an annual review of the Club's use of CCTV. Any complaints or enquiries about the operation of the Club's CCTV system should be addressed to them.

REVIEW SCHEDULE

This policy will be reviewed annually.

Created by Tina Daniel RCFacilities November 2022