



6th Torbay Britannia CCTV Policy

Introduction

6th Torbay Britannia - Sea Scouts RN29 ("the Organisation") uses closed circuit television (CCTV) images to provide a safe and secure environment for volunteers, members and visitors to the Organisation's premises and to protect the Organisation's property.

This policy sets out the use and management of the CCTV equipment and images in compliance with the Data Protection Act 2018, General Data Protection Regulations 2018 and the CCTV Code of Practice. The CCTV facility records images only. There is no audio recording i.e. conversations are not recorded on CCTV. For information the current system has the ability to have audio, but it is disabled.

Purposes of CCTV

The purposes of the Organisation installing and using CCTV systems include:

- To assist in the prevention or detection of crime or equivalent misconduct.
- To assist in the identification and prosecution of offenders.
- To monitor the security of the Organisation's premises
- To ensure that health and safety measures are being complied with.
- To assist with the identification of unauthorised actions or unsafe working practices and support the appropriate responses required.

Location of cameras

Cameras are located at strategic points on the premises, providing coverage of the external perimeter of the building as well as communal areas inside the building. Cameras are positioned so that they prioritise 6th Torbay premises but do also cover

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some areas that are positioned outside the curtilage of the premises. No camera/s focuses, or will focus, on toilets, private shower areas or changing facilities.

All cameras are clearly visible. The organisation does not utilise hidden CCTV of any kind. Appropriate signs are prominently displayed both externally and internally 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), or only at certain times, as the needs of the Organisation 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 or other recording media 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 CDs 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 secured cabinet in the Headquarters loft space - balcony end, which can only be accessed by the listed members of the Trustee Board (Group Lead Volunteer & Chair). Access to recorded images is restricted to the operators of the CCTV system and to individuals 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 individuals will not

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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.
- 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 Lead Volunteer or Chair of the Trustee Board are the only persons who are permitted to authorise disclosure of images 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.

Individuals' access rights

Under the Data Protection Act 2018, individuals have the right on request to receive a copy of the personal data that the Organisation 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 Trustee Board for the 6th Torbay Britannia RN29. 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 Organisation will respond promptly and in any case within 28 calendar days of receiving the request.

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

The 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

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people. In this case, the images of third parties which if required may need to be obscured as otherwise this may involve an unfair intrusion into their privacy.

If the Organisation 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.

Scout Volunteer training

The Organisation will ensure that all volunteers 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 2018 with regard to that system.

Implementation

The 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 Organisation's use of CCTV. Any complaints or enquiries about the operation of the Organisation's CCTV system should be addressed to them.

Control

The Organisation is a registered Data Controller with the Information Commissioner's Office (ICO).

The Organisation can be contacted via data.controller@6thtorbaybritannia.org.uk

Certificate

Registration Reference: ZB660840

A copy can be found <https://ico.org.uk/ESDWebPages/search>

POLICY REVIEW DATE IF REQUIRED: January 2026