

CCTV Policy – Holland-on-Sea (York Road) Bowls Club

1. Purpose

The Club uses Closed Circuit Television (CCTV) for the purposes of:

- Protecting the safety of members, visitors, and staff.
- Preventing and detecting crime.
- Protecting club property.

2. **Legal Basis:** The use of CCTV is necessary for the legitimate interests of the Club in ensuring security and safety, in accordance with the UK GDPR and Data Protection Act 2018.

3. **Scope:** CCTV cameras operate 24/7 and cover the clubhouse and outdoor areas, excluding private areas (e.g. toilets, changing rooms).

4. **Signage:** Clear signs are displayed to inform individuals that CCTV is in operation.

5. **Retention:** Recorded images are stored securely and retained for a defined period, unless required for an ongoing investigation or legal proceedings.

6. Access & Disclosure

- Access to CCTV footage is restricted to authorised Club officers.
- Footage will only be disclosed when legally required, e.g. to law enforcement.
- Individuals may request access to their personal data captured on CCTV (Subject Access Request). Requests should be made to the Membership Secretary.

7. **Security:** Recordings are stored securely with password protection. Equipment is regularly maintained to ensure reliability.

8. **Responsibilities:** The Club Committee is responsible for compliance with this policy.

9. **Review:** This policy will be reviewed annually, or sooner if required by changes in legislation or club operations.