Smith’s Dock Bowling Club CCTV Policy

Smith’s Dock Bowling Club uses closed circuit television (CCTV) systems to monitor and record activities within its grounds and facilities.
The primary purposes are to enhance the security of members, their guests and visitors, deter criminal activity, protect club property and assist with any incident investigations.

This policy sets out the use and management of the CCTV equipment and images in compliance with the Data Protection Act 1998 and the Information Commissioners’ Office (ICO), CCTV Code of Practice.

The club’s CCTV facility records images and audio on the external cameras and images only, on the inside camera.

Purposes of CCTV

- Assist by deterring crime and malpractice
- Protecting Club premises, property and equipment.
- Assist in the detection of crime or malpractice
- Assist in the identification and potentially the prosecution of offenders
- To help protect the wellbeing of all members, guests and visitors
- Supporting Insurance claims and internal incident claims
- To provide confirmatory support to alarm systems, when calling public services

SCOPE

This policy applies to

- All CCTV operated by the Club
- All individuals whose images are captured by the system, including members, their guests and visitors.

System Operation

- Two CCTV cameras are located on the exterior of the Club house.
  These are clearly visible with appropriate signage in place to inform people they are being monitored.
- The two external CCTV cameras have a wide field of view but are fixed and will not track.
- The CCTV system was planned to give maximum efficiency and effectiveness within available means. However, there is upgradeability built into the system for future expansion.
- The third camera is within the clubhouse.
  There is signage clearly stating, CCTV is in operation, signage is clearly visible on entry and within the building
- The day-to-day management of the system will be the delegated responsibility of the nominated person(s)
- The CCTV system will operate 24 hours a day, every day of the year

The use of the CCTV system will be conducted in a professional, ethical and legal manner.

System Maintenance

The system provider will periodically check and confirm the efficiency of the system and, that the equipment is fully functioning. The Club will liaise with the supplier regarding servicing and or repairs and maintenance of the system.

Recording and Retention of Images

As the recording system records digital images, any CCTV images that are held on the hard drive are deleted/overwritten every 28 days.

Access

Access to the CCTV system and stored images will be restricted to authorised personnel only.
In relevant circumstances footage may be accessed:

- By the Police when SDBC are required by law to make a report regarding the commission of a suspected crime; or
- Following a request by the Police when a crime or suspected crime has taken place and/or when it is suspected that illegal/anti-social behaviour is taking place on SDBC property
- To the Health & Safety Executive and/or any other statutory body charged with child safeguarding: or
- To data subjects or their legal representatives, subject to court order
- To individuals or their legal representatives, subject to court order.
- To the SDBC insurance company, where the insurance company requires the same, in order to pursue a claim for damage to the insured property.

Access Requests

On written request, any person whose image has been recorded, has a right to be given a copy of the information recorded, which relates to them, provided always that, such an image/recording exists i.e. has not been deleted and provided also that an exemption/prohibition does not apply to the release.
Where the image/recording identifies another individual, those images/recordings may only be released where they can be redacted/anonymised so that other person is not identified or identifiable.
To exercise their right of access, a data subject must make an application in writing to SDBC Secretary.
The Club reserves the right to make a charge of up to £10 (currently the statutory amount permitted by Parliament)
A person should provide all the necessary information to assist SDBC in locating the CCTV recorded data, such as the date, time and location of the recording.
If the image is of such poor quality as not to clearly identify an individual, that image may not be considered to be personal data, and may not be handed over by SDBC.
The Club will always check the identity of the person making the request before processing it.

Responsibilities

- The Club Committee is responsible for ensuring compliance with this policy.
- Regular Reviews will be carried

Reviews

This policy will be reviewed annually or sooner if there are significant changes to the use of CCTV or related legislation.
Approved by Smiths Dock Bowling Club Committee, January 2026