



# CCTV Policy

Last reviewed: 08/06/23

## 1. Introduction

This policy outlines the management, operation, and use of CCTV at the Coopers Edge Sports Hub to ensure compliance with data protection laws and to uphold the privacy rights of individuals.

## 2. Objectives of the CCTV System

- Protect the safety of visitors, staff, and property.
- Prevent and investigate criminal activities.
- Support the maintenance and proper use of the facility.

## 3. Management of the System

- Responsibility: The CCTV system is managed by Barnwood United AFC.
- Maintenance: Regular checks and maintenance of the CCTV system will be conducted to ensure it is functioning correctly.
- Review: The effectiveness of the CCTV system will be reviewed periodically.

## 4. Data Protection and Privacy

- Signage: Clear signs are placed to inform individuals that CCTV is in operation.
- Data Access: Access to CCTV footage is restricted to authorised personnel only, who are trained in data protection and privacy.
- Data Storage: Footage is stored securely with encryption and access controls.
- Retention Period: Data is retained for no longer than 30 days unless required for an investigation or legal purposes.

## 5. Disclosure of Footage

- Internal Use: Footage may be accessed internally by authorised personnel for security and maintenance purposes.
- External Requests: Footage may be shared with law enforcement agencies if required for criminal investigations. Requests for access by third parties will be considered on a case-by-case basis in accordance with data protection laws.

## 6. Policy Review

This policy will be reviewed annually or as required to ensure compliance with data protection laws and to address any operational needs.