

# **CCTV Policy**

## **1. Introduction**

**Branthwaite Scout Campsite (North Fells) uses closed circuit television (CCTV) to provide a safe and secure environment for volunteers, members, and visitors to the Campsite's premises and to protect the Campsite's property.**

**This policy sets out the use and management of the CCTV equipment and images.**

## **2. Purpose**

**The purposes of the Campsite using CCTV systems include (but are not limited to):**

**To assist in the prevention or detection of crime or equivalent malpractice.**

**To assist in the identification and prosecution of offenders.**

**To monitor the security of the Campsite's premises.**

## **3. Camera Locations**

**Cameras are located at strategic points on Campsite's premises, principally on the Main Building and entrance to the Campsite. The team have positioned the cameras so that they only cover communal or public areas on the Charity's premises, and they have been sited so that they provide clear images. No camera focuses, or will focus, on toilets or shower facilities.**

**All cameras are also clearly visible.**

**Appropriate signs are prominently displayed so that volunteers, members, and other visitors are aware they are entering an area covered by CCTV.**

## **4. Recording and retention of images**

**Videos 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 equipment is producing high quality videos.**

Video and audio is recorded in constant real-time (24/7).

As the recording system records digital video, any CCTV video that is held on the hard drive of a server is deleted and overwritten on a recycling basis. Once a hard drive has reached the end of its use, it will be erased prior to disposal.

## **5. Access to and disclosure of Images**

Access to, and disclosure of, video 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 video that is filmed is recorded centrally and held in a secure location and the server is password protected. Access to recorded videos is restricted to the Campsite Team and to those line managers 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.

Disclosure of videos 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 videos 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 Campsite Executive Committee is 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.

## **6. Individuals' access rights**

Under the Data Protection Act 2018/GDPR, individuals have the right on request to receive a copy of the personal data that the Campsite holds about them, including CCTV images if they are recognisable from the video.

If you wish to access any CCTV images relating to you, you must make a written request to the Campsite Executive Committee by emailing: [warden.branthwaitesc@outlook.com](mailto:warden.branthwaitesc@outlook.com). Your request must include the date, approximate time when the images were recorded and the location of the particular CCTV camera, so that the images can be easily located, and a copy of photo ID which will be securely deleted when your identity has been established as the person in the images. The Team will respond promptly and in any case within twenty-one calendar days of receiving the request.

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

The Campsite Executive Committee 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 people. In this case, the images of third parties may need to be obscured if it would otherwise involve an unfair intrusion into their privacy.

If the Group 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.

## **7. Implementation**

The Campsite Executive Committee is responsible for the implementation of and compliance with this policy and the operation of the CCTV system. Any complaints or enquiries about the operation of the Campsite's CCTV system should be addressed to them.