

HOLMER GREEN YOUTH CLUB

CCTV POLICY

Introduction

Holmer Green Youth Club uses closed circuit television (CCTV) images to protect the property and to provide a safe and secure environment for leaders and young people on the premises. This policy sets out the details of how Holmer Green Youth Club will collect, use and store CCTV images. Holmer Green Youth Clubs CCTV facility, unless there are exceptional circumstances, will only record images. There is no audio recording i.e. conversations are not recorded on CCTV.

Purposes of CCTV

The data collected from the system will assist in:

- Safeguarding Young People
- The protection of Young People
- Prevention of damage to the property
- To assist the Managing Youth Leader in establishing facts in cases of unacceptable behaviour

Location of cameras

Holmer Green Youth Club has positioned the cameras so that they only cover communal or public areas on the premises and they have been sited so that they provide clear images. No camera will focus on or in the toilets.

All cameras are also clearly visible.

Appropriate signs are prominently displayed so that all young people 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.

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 Youth Club dictate.

Images that are stored on, or transferred on to, removable media are erased or destroyed once the purpose of the recording is no longer relevant. In normal circumstances, this will be a period of 30 days. 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 held in a secure location. Access to recorded images is restricted to the operators of the CCTV system 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 young people will not have access when viewing is occurring. 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.
- Line managers involved with Holmer Green Youth Club disciplinary and performance management processes.
- 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 Chairman of Holmer Green Youth Club (or another senior director acting in their absence) is the only person who is 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 UK's data protection laws, including the General Data Protection Regulation (GDPR), parents of individuals have the right on request to receive a copy of the personal data that the Company holds about them, including CCTV images if they are recognisable from the image.

If you wish to access any CCTV images relating to your young person, you must make a written request to the Managing Youth Leader. This can be done by using this Holmer Green Youth Clubs email address. 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 young person's identity can be established as the person in the images.

The Managing Youth Leader will always 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. The Managing Youth Leader will decide if anything untoward is on the CCTV footage before allowing parents to view the images.

If the Company 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.