

# Butchers Coppice Scout Camp

## CCTV Policy

updated: 1 September 2018

### Introduction

Butchers Coppice Scout Camp uses closed circuit television (CCTV) to provide a safe and secure environment for volunteers, site staff and visitors and to protect site property.

This policy sets out the use and management of the CCTV equipment, images and audio content in compliance with the Data Protection Act 1998 and the CCTV Code of Practice.

The CCTV facility records images and audio.

### Purposes of CCTV

The purpose of the site installing and using CCTV systems includes:

- 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 site

### Location of cameras

Cameras are located at strategic points throughout the site, principally at entrance and exit points.

The site has positioned the cameras so that they only cover communal or public areas 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 clearly visible.

Appropriate signs are prominently displayed so that volunteers, site staff and visitors 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 and that the media is producing high quality images.

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 site dictate.

As the recording system records digital images, any CCTV images that are held on the hard drive of a PC or server are deleted and overwritten on a recycling basis and, in any event, are not held for more than two months.

Once a hard drive has reached the end of its use, it will be erased prior to disposal.

Images that are stored on, or transferred on to, removable media such as CD's are erased or destroyed once the purpose of the recording is no longer relevant. In normal circumstances, this will be a period of one month, 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 recorded centrally and held in a secure location.

Access to recorded images is restricted to the operators of the CCTV system and to those who are authorised to view them in accordance with the purposes of the system.

If media on which images are recorded are removed for viewing purposes, this will be documented.

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
- 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)

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 Data Protection Act 1998, individuals have the right on request to receive a copy of the personal data that the site holds about them, including CCTV images if they are recognisable from the image.

If you wish to access any CCTV images relating to you, you must make a written request to Butchers Coppice Scout Camp, Holloway Avenue, Bournemouth, BH11 9JW. 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 identity can be established as the person in the images. Butchers Coppice Scout Camp will respond promptly and in any case within 29 calendar days of receiving the request.

Butchers Coppice Scout Camp will always check the identity of the person making the request before processing it and 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 Butchers Coppice Scout Camp are 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.

### **Covert recording**

Butchers Coppice Scout camp will only undertake covert recording with the written authorisation of the Charity Trustees where there is good cause to suspect that criminal activity or equivalent malpractice is taking, or is about to take place and informing the individuals concerned that the recording is taking place would seriously prejudice its prevention or detection.

Covert monitoring may include both video and audio recording.

Covert monitoring will only take place for a limited and reasonable amount of time consistent with the objective of assisting in the prevention and detection of particular suspected criminal activity or equivalent malpractice. Once the specific investigation has been completed, covert monitoring will cease.

Information obtained through covert monitoring will only be used for the prevention or detection of criminal activity or equivalent malpractice. All other information collected in the course of covert monitoring will be deleted or destroyed unless it reveals information which the Group cannot reasonably be expected to ignore.

### **Staff training**

Butchers Coppice Scout Camp will ensure that all site staff and volunteers handling CCTV images or recordings are trained in the operation and administration of the CCTV system and on the impact of the Data Protection Act 1998 with regard to that system.

### **Implementation**

Butchers Coppice Scout Camp is responsible for the implementation of and compliance with this policy and the operation of the CCTV system and they will conduct a regular review of the use of CCTV. Any complaints or enquiries about the operation of the CCTV system should be addressed to them.