

Caister Bowls Club

CCTV Policy



1. Introduction

The purpose of this Policy is to outline the management, operation, and use of the closed circuit television (CCTV) system at **Caister Bowls Club**.

The system consists of several fixed cameras located externally and within the club building. All cameras are connected to the Office network, and access is restricted to the individuals named below.

The Club's CCTV system is registered with the **Information Commissioner's Office (ICO)** in compliance with the **Data Protection Act 2018**.

Caister Bowls Club owns the CCTV system. This Policy will be reviewed by the Committee as required and at least once annually. It follows the principles set out in the Data Protection Act and is registered with the ICO accordingly.

2. Nominated Persons

The nominated persons are **Gary Pointer** and **Bruce Walls**. They are the only two Committee Members with access to the system password and hardware.

3. Other Committee Members with Viewing Access

All Committee Members have visual access to the CCTV system as of **14th November 2025**.

4. Objectives of the CCTV Policy

The objectives of the Club's CCTV system are to:

- Protect the club buildings, equipment, and members' property stored on-site
- Support the Police in deterring and detecting criminal activity
- Assist in identifying, apprehending, and potentially prosecuting offenders
- Enable the "Green Team" to monitor out-of-hours maintenance (e.g. early morning irrigation) for troubleshooting purposes
- Provide additional support and security for any "lone working" situations (see **Lone Working Policy**)

5. Statement of Intent

The CCTV system is registered with the Information Commissioner under the **Data Protection Act 2018**. The Club will comply with all relevant legislation and the ICO's **Code of Practice**. All data, recordings, and related materials will be treated as protected information under the Act.

Cameras are positioned to ensure they do not capture images of private residences, gardens, or other personal property. All cameras are fixed and cannot be used to track individuals.

Footage or information obtained through CCTV will never be used for commercial purposes. Images will only be released to assist in a specific criminal investigation and only with written authorisation from the Police. Images will **never** be released to the media for entertainment.

The system has been designed to ensure maximum effectiveness within reasonable limits, but it cannot guarantee coverage of all incidents. Warning signs, in line with ICO requirements, are displayed at all entry points to areas monitored by the Club's CCTV system.

Further details on CCTV usage are outlined in the Club's **Constitution**, paragraphs **68 to 74 inclusive**.

6. Operation of the System

The CCTV system will be administered and managed by the Club in accordance with this Policy. Day-to-day management is the responsibility of the nominated persons.

The system operates 24 hours a day, 365 days a year, recording all activity within its coverage area.

7. Response to Incidents Observed on CCTV

At the Committee meeting held on **14th November 2025**, it was agreed that if an incident is observed live on CCTV while the Club is closed, the following procedure will apply:

- 1. Personal Safety First:**

No member should feel obligated to intervene or attend the Club in person. Personal safety must take priority.

- 2. Emergency Response:**

Make an immediate decision as to whether emergency services should be called (i.e. dial **999**).

- 3. Attending the Club:**

If a decision is made to attend, do **not** go alone. Contact another member to accompany you if possible.

8. Control and Liaison

The two nominated persons will liaise with the CCTV supplier regarding maintenance, servicing, or repairs as required.

9. Monitoring Procedures

- The system records footage continuously, 24 hours a day.
- Up to one month of footage is stored before being automatically overwritten.

- Although the system has audio recording capability, this feature is disabled and will remain so, as agreed by the Committee on **14th November 2025**.

All Police or external requests to view footage must be recorded in writing.

Requests from the Police can only be authorised under Section 29 of the Data Protection Act 1998. If footage is required as evidence, a copy may be released following the appropriate procedures.

The nominated Committee Members may seek advice directly from the **Information Commissioner's Office (ICO)** when necessary.

10. Breaches of the Code (Including Security Breaches)

Any breach of this Policy by the nominated persons or any other Club member will be initially investigated by the **Chairman**.

If required, the Chairman will seek guidance directly from the **ICO**.

11. Complaints

Any complaints regarding the Club's CCTV system should be directed to the **Chairman**.

Complaints will be handled in accordance with the **ICO Code of Practice**.

12. Access by Data Subjects

Under the **Data Protection Act**, individuals have the right to access personal data held about them, including CCTV recordings.

Requests should be made through the **Secretary**, and the Club reserves the right to make a charge for this service in line with current **Parliamentary guidance**.

This policy was reviewed and formally approved by the Caister Bowls Club Committee on 14 November 2025.

A handwritten signature in black ink, appearing to read 'T. Murless', written over a horizontal line.

Signed:

Trevor Murless

(Chairman, Caister Bowls Club)