



## **CCTV POLICY**

### **PURPOSE:**

The purpose of these policies and procedures is to provide guidance regarding the use of recorded CCTV information on the site of Buckhurst Hill Bowls and Lawn Tennis Club (the “Club”). CCTV is used to enhance security and safety of Club members and of Club assets.

The recorded CCTV information at the Club will only be used for investigative purposes. Officers of the Club will **not** actively monitor the CCTV. If an event does happen that requires review of recorded CCTV information a member of the Executive Committee will log the activity and, if necessary, notify the authorities.

### **POLICY STATEMENT:**

The Club is using recorded CCTV to monitor outside areas of the site to protect Club property and to assist members in investigating damage to their property. It is prohibited to use these resources for other purposes.

Warning signs that CCTV is in operation are displayed at various places across the site.

Information obtained through video monitoring will be used exclusively for safety, security, and law enforcement purposes. Recorded images are stored in a secure location. Access is password protected by authorized Club officers only.

### **RESPONSIBILITIES:**

The Club’s Executive Committee oversees and coordinates the use of CCTV on the Club site. The General Secretary is the person responsible for the operation of the system.

### **PROCEDURES**

Recorded CCTV images will be stored for a limited period and will then be erased<sup>1</sup>, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the General Secretary.

The CCTV information is stored in a secure location. Access to recorded CCTV information is password controlled and limited to specific Club Officers as agreed by the Executive Committee.

Each Incident that is investigated by CCTV will be documented. The following details will be entered:

- That CCTV was used on the incident.
- The specific camera used.
- Any pertinent information gathered by CCTV.

Policy Owner: General Secretary on behalf of the Executive Committee

Reviewed: July 2023

Next Review: July 2026

Francis Harding

General Secretary Buckhurst Hill Bowling and Lawn Tennis Club

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<sup>1</sup> Information will be erased when the hard disk becomes full. We do not yet have experience of how long this will take. But it is expected that information will be kept for around 30 days.