



# CCTV POLICY

The Radlett Lawn Tennis and Squash Club, Charity Number 1117605 (RLTSC) has identified and documented the potential impact on individuals' privacy and taken this into account when installing and operating the CCTV system. RLTSC will regularly review whether CCTV is still the best security solution.

As a not for profit organisation, RLTSC is exempt from the data protection fee due to the Information Commissioner's Office (ICO).

RLTSC has established a process to recognise and respond to individuals or organisations making requests for copies of the images on our CCTV footage and to seek prompt advice from the Information Commissioner where there is uncertainty.

RLTSC trains its staff in how to operate the CCTV system and cameras (if applicable) and how to recognise requests for CCTV information/images.

RLTSC has ensured that the CCTV images are clear and of a high quality.

RLTSC securely stores CCTV images, limits access to authorised individuals and regularly checks that the CCTV system is working properly.

RLTSC clearly informs individuals of the use of CCTV.

The CCTV is monitored and recorded for members' and their guests' safety and in the interest of site security

Recordings are kept securely for 14 days, after which time they are overwritten and cannot be retrieved.

You have the right to see CCTV images of you and to ask for a copy of them. This request may be given by completing the Subject Access Request form which is available from the Club Office.

RLTSC are not allowed to disclose images of identifiable people to the media - or to put them on the internet - for entertainment. Images released to the media to help identify a person are usually disclosed by the police.

RLTSC may need to disclose CCTV images for legal reasons - for example, crime detection. Once they have given the images to another organisation, then that organisation must adhere to the Data Protection Act in their handling of the images.