

Capital Kids Cricket

CKC Community Hub CCTV Policy

05/07/2024

1. Introduction

Capital Kids Cricket is committed to ensuring the safety and security of all visitors, staff, and assets within the youth centre. The implementation of a CCTV system is a critical part of this commitment. This policy outlines the principles and practices governing the use of CCTV within the centre to ensure compliance with relevant laws and regulations, respect for individual privacy, and the effective use of the CCTV system.

2. Objectives

The objectives of the CCTV system are to:

- Enhance the safety and security of the CKC Community Hub participants, staff, and visitors.
- Protect the centre's property and assets.
- Prevent and reduce incidents of crime and anti-social behaviour.
- Assist in the investigation of criminal activity and serious incidents.

3. Scope

This policy applies to all CCTV installations and operations within the Capital Kids Cricket community hub. It covers:

- The recording and monitoring of video footage.
- The use of CCTV footage for investigative and legal purposes.
- The rights of individuals regarding CCTV footage.

4. CCTV System Management

- **System Maintenance:** The CCTV system will be maintained regularly to ensure it is operational at all times. Any faults will be reported and rectified promptly.
- **Monitoring:** CCTV cameras will be monitored by authorized personnel only. Live monitoring will be conducted responsibly and without infringing on individual privacy.
- **Recording:** CCTV footage will be recorded 24/7 and stored securely.

5. Data Protection and Privacy

- **Legal Compliance:** The CCTV system will comply with all relevant data protection laws and regulations, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

- **Privacy Impact Assessment:** A privacy impact assessment will be conducted to ensure that the deployment of CCTV cameras is proportionate and respects individual privacy.
- **Signage:** Clear signage indicating the presence of CCTV cameras will be displayed prominently at all entrances and throughout the community hub.

6. Access and Disclosure

- **Access to Footage:** Access to recorded footage will be restricted to authorized personnel only. Requests for access to footage by external parties will be considered on a case-by-case basis and must comply with data protection laws.
- **Disclosure to Third Parties:** CCTV footage will not be disclosed to third parties except for law enforcement agencies, where necessary for legal proceedings, or when required by law.

7. Retention of Footage

- **Retention Period:** CCTV footage will be retained for a maximum period of 30 days, unless required for an ongoing investigation or legal proceedings. After this period, footage will be securely deleted.
- **Secure Storage:** Footage will be stored securely to prevent unauthorized access, tampering, or loss.

8. Rights of Individuals

- **Subject Access Requests:** Individuals have the right to request access to their personal data captured by the CCTV system. Such requests will be handled in accordance with data protection laws.
- **Complaints:** Any complaints regarding the use of CCTV should be directed to the Centre Manager (senior CKC staff who present at time). Complaints will be investigated promptly and thoroughly.

9. Training and Awareness

- **Staff Training:** All staff involved in the operation of the CCTV system will receive appropriate training on data protection, privacy issues, and the responsible use of CCTV.
- **Awareness:** All staff and users of the youth centre will be made aware of the CCTV policy and their rights regarding CCTV footage.

10. Review and Updates

This policy will be reviewed annually, or more frequently if necessary, to ensure its continued relevance and compliance with legal requirements. Any changes to the policy will be communicated to all stakeholders.

11. Contact Information

For any queries or further information regarding this CCTV policy, please contact: email: office@ckc.london

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