

8th Darlington (Cockerton Green) Scout Group – CCTV Policy

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Reviewed by: Executive Leadership Team

Purpose

The purpose of this policy is to outline the use and management of Closed-Circuit Television (CCTV) systems at the headquarters of the 8th Darlington (Cockerton Green) Scout Group. This policy aims to ensure that CCTV systems are used responsibly, in compliance with law, and to enhance the safety and security of the premises, members, and visitors.

Scope

This policy applies to all CCTV systems installed at the headquarters and covers the capture, storage, and use of CCTV footage. It applies to all members, volunteers, and visitors.

Objectives

1. **Safety and Security:** To enhance the safety and security of the premises, members, staff, volunteers, and visitors.
2. **Crime Prevention and Detection:** To assist in the prevention and detection of crime.
3. **Protection of Property:** To protect the group's property and assets.
4. **Compliance:** To ensure the use of CCTV complies with data protection laws and relevant legislation.

CCTV System Management

1. **System Specification:**
 - CCTV cameras are installed at strategic locations within and around the headquarters, including entrances and exits.
 - Cameras are positioned to monitor activity without infringing on individuals' privacy unnecessarily.
2. **Signage:**
 - Clear signage is displayed to inform individuals that CCTV is in operation, in accordance with legal requirements.
3. **Data Protection:**
 - CCTV footage is considered personal data and is processed in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
 - A designated Data Controller on the Executive Leadership Committee is responsible for managing and overseeing CCTV operations and ensuring compliance with data protection laws.

Access and Monitoring

1. **Access to Footage:**
 - Access to CCTV footage is restricted to authorised personnel only, such as the Group Scouts Leader and Maintenance Lead.

- Footage may be viewed for legitimate purposes, including security monitoring, incident investigation, and compliance with legal requests.
- 2. **Third-Party Access:**
 - CCTV footage will only be disclosed to third parties, such as law enforcement agencies, when required by law or for the purpose of investigating a crime.

Storage and Retention

1. **Storage:**
 - CCTV footage is stored securely to prevent unauthorised access or alteration.
 - Footage is stored on secure servers with access controls and encryption where applicable.
2. **Retention Period:**
 - CCTV footage is retained for a maximum of 30 days, after which it is automatically deleted unless required for an ongoing investigation or legal proceedings.

Use of Footage

1. **Permitted Use:**
 - CCTV footage is used solely for the purposes outlined in this policy, including security monitoring, incident investigation, and compliance with legal obligations.
 - Footage will not be used for any other purposes without proper authorisation and legal justification.
2. **Incident Investigation:**
 - In the event of an incident, relevant footage may be reviewed and used to assist in the investigation.

Rights of Individuals

1. **Access Requests:**
 - Individuals have the right to request access to CCTV footage in which they appear, subject to data protection laws.
 - Access requests must be submitted in writing to the Data Controller and will be processed within the statutory time frame.
2. **Complaints:**
 - Complaints regarding the use of CCTV systems should be directed to the Data Controller, who will investigate and respond in accordance with the group's complaints procedure.

Review and Compliance

1. **Policy Review:**
 - This policy will be reviewed annually or following any significant incident involving CCTV use.
 - The review will consider legal developments, technological advancements, and operational needs.
2. **Compliance Monitoring:**
 - Regular audits will be conducted to ensure compliance with this policy and relevant legislation.
 - Any breaches of this policy will be investigated, and appropriate actions will be taken.