



Hope Sports Club

www.hopesportsclub.co.uk

Chairman	Joanna Glossop, 14 Marsh Avenue, Hope, Hope Valley, S33 6RJ Tel: 07812 077360 E: chair@hopesportsclub.co.uk
Treasurer	Nick Faulks, Ashcroft, Lose Hill Lane, Hope, Hope Valley S33 6AF Tel: 01433 620726 E: treasurer@hopesportsclub.co.uk
Bookings	Michael Moorhouse. Half Acre, Castleton Road, Hope, Hope Valley S33 6RD Tel: 07977 542404 E: bookings@hopesportsclub.co.uk

CCTV Data Protection Policy

Hope Sports Club is committed to remain compliant with the 1998 Data Protection Act and 2018 General Data Protection Regulation.

Purpose

Definition and justification for the use of CCTV within Hope Sports Club:-
The purpose is "Prevention and detection of criminal activity and protection of the Club's property".

Data Protection Co-ordinator

Mail: treasurer@hopesportsclub.co.uk .

Signs

One or more prominent signs will be displayed in the vicinity of where the CCTV is deployed.

Signs will state/give the following:

- Why CCTV is being used
- Who manages the CCTV operation
- Contact details in case anyone wants to find out more about the scheme or request access to their CCTV images

Recording-Medium Management

- Recordings will normally only be viewable by the operational management, ie the Hope Sports Club Management Committee, on a need-to-view basis, in an area secure from casual/accidental viewing by unauthorised persons
- Appropriate measures will be taken to prevent unauthorised/ unlawful processing of data or accidental loss
- Recordings will be held at all times in secure locked storage
- Recordings will only be retained for an adequate period for the purpose for which they are being made (called the 'Retention Period'), [eg.14 days]

Live-imaging only

Where live-imaging only occurs, ie where a monitor only is in use without a recorder, there is nothing to supply for a subject-access request. The response to any request to view should be that "recording is not held."



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Maintenance

A designated person site will be charged with ensuring the system is adequately maintained (and a record kept of who that person is). This person should ensure that:-

The operation of the equipment is checked regularly and any faults are rectified as soon as possible.

Contact: secretary@hopesportsclub.co.uk

Additional Maintenance Requirement for CCTV with Recording

Recordings will be managed adequately (see above.)

A maintenance log will be kept listing installation dates, repair details

Data Subject Access Rights

All persons whose image is/might be recorded on a CCTV media have a right to have a copy of those images including themselves, but have no right to view images of persons other than themselves.

No data subject will be given access to CCTV footage unless they make a formal "Data Subject Access Request" (SAR). They should do this by expressing their desire to access information under the terms of the (2018) General Data Protection Regulations IN WRITING. The written request MUST be referred to Data Protection Co-ordinator, whose responsibility it is to ensure full legal compliance with lawful processing.

Re-approved at the management committee meeting 16th March 2020