



# North Petherton Gym Ltd

## Closed Circuit Television CCTV

### Purpose

The procedure outlines how the CCTV system installed at North Petherton Gym Ltd will essentially be used for:

- The prevention, investigation and detection of crime.
- The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings).
- Safeguarding our members and staff.
- Monitoring the security of the site.

The Club does not use the CCTV system for covert monitoring.

### Scope

The scope for the erection of CCTV has been deemed necessary in order to firstly deter any possible act of vandalism or theft and secondly to give added protection for when staff are leaving the building.

### Rationale

Closed Circuit television (CCTV) has shown to be effective in the security of property and the prevention and the detection of crime.

CCTV at NPRFC will be operated fairly, within applicable law and its Data Protection Policy and only for the purpose for which it was installed.

CCTV is intended to view and monitor activity in the spaces within the area of coverage and all cameras are operated by infra-red technology.

Our key objectives are to

- Deter and detect crime and provide evidential material for court proceedings.
- Help in identifying, apprehending and prosecuting offenders.
- Reduce the cost and consequences of anti social behaviour.

### Procedure

The Directors have the day to day responsibility for managing the CCTV system and ensuring that the system is operated according to the guidelines as listed below. In particular the designated officers must ensure that:

- The system is maintained and in good order so that it is able to carry out the work for which it is designed.
- Only approved staff can view the images that have been recorded on the systems hard-drive.

## **Signage**

People must be aware that they are entering an area where CCTV surveillance is in operation and therefore appropriate signage will be displayed as supplied by the CCTV installer together with additional signage depicting the contact number of the system administrator.

Logs be maintained and kept with the CCTV monitoring and recording equipment ( within a locked cabinet ). These logs should contain details of the named designated persons who are responsible for the day to day management of the system including arranging for repairs to be carried out and for ensuring that regular servicing is completed.

The log should be used for:-

- Visitor record – to be completed for each visitor to the site for CCTV purposes
- Maintenance record – to be completed after each maintenance visit
- Viewing record – details of all persons viewing any recorded material
- Removal and copy – details of all images removed or copied
- Evidential image – details of images removed or copies to be used for evidential purposes

Designated officers or their deputy must carry out a weekly check of the CCTV system as recorded on a Monthly Checklist where any faults will be logged. All faults will be dealt with the minimum of delay. ( App B )

- If the system records information such as the locations of the camera and/or the date and time reference, these must be accurate.
- Discs that are used they should be of high quality.
- Discs must be used to only record once.
- Each disc should be numbered and recorded in a log book to track its use and location should it be used in any possible prosecution and taken off site by an officer of the law.
- Discs must be securely stored in a safe place/in a locked cabinet.

Recorded material will only be used for the purposes defined in this local procedure.

Access to the material will only be allowed in compliance with police needs connected with an investigation and only then in accordance with the Codes of Practice of the Police and Criminal Evidence Act 1984 or any other circumstances provided by law.

Digitally recorded material on lapse time will be stored on a hard disc and will remain for not less than 30 days after which it will be automatically overwritten.

Any recorded material on CD is handed to the police and used at their discretion as evidence. No copy of this disc is kept and the Police will retain / destroy / return this disc depending upon the nature in which it is to be used.

Access to recorded images prior to handing over to the Police is restricted to designated staff and should only occur if there is a specific reason.

When the recording is to be viewed / removed by Police personnel, their details will be entered in the log ( App A ) as follows

1. Date and time of removal
2. Name of person removing the images
3. Name of person viewing images
4. Reason for viewing
5. Outcome of viewing
6. The date images were returned to the system or to a secure place if retained as evidence

## **Data Compliance & Registration of equipment**

North Petherton Gym is exempt from the need to register the use of CCTV equipment with the Information Commissioners Office (ICO ) as:

- The cameras in use do not record any general scenes of activity.
- No camera has a pan, tilt or zoom facility.

But will comply with the Data Protection Act 1998, Protection of Freedoms Act 2012 and aspects of the CCTV Code of Practice 2008. The Data Protection Act 1998 requires that all CCTV systems produce images that are fit for the purpose as described in the assessment of need.

As individuals are not specifically targeted they do not have the right to have access to any recorded data.

The Directors have overall responsibility for the CCTV systems will be fully trained in the use of each item of equipment as well as the need to refer to the content of the Code of Practice should any aspect arise that requires resolution.

## **Maintenance**

The CCTV system is annually maintained. The contractors are responsible for :

- Ensuring the Club complies with its responsibilities in relation to guidance on the location of the cameras.
- Ensuring the date and time reference are accurate.
- Ensuring clear images are recorded at all times.
- Ensuring that all cameras are protected from vandalism to ensure their continual working.
- Ensure the integrity of displayed signs and replace if appropriate.

## **Review**

The Gym will undertake a review of CCTV usage to ensure that their use is justified. This review will be conducted by the system administrator and will include an audit of:

- Its stated purpose
- Camera location
- Images recorded
- Storage length before hard-disc is overwritten



**System Administrator : Director Sharon Sweet – 07496 986279**

Date	Fault Reported / Reason For Visit	Contact Details Of Contractor	Notes

**This policy is to be reviewed every 2 year**

**Sharon Sweet – Jun 26**