



PUTTENHAM GOLF CLUB - CCTV POLICY

POLICY STATEMENT

Updated: 06/01/2022

Puttenham Golf Club is fully committed to the safety of its members, employees and visitors and uses CCTV to help maintain a safe and secure environment. Recorded images are personal data which must be processed in accordance with data protection laws. We are committed to complying with our legal obligations and ensuring that any personal data is recognised and respected.

This policy sets out Puttenham Golf Club's approach to the use of CCTV at the Clubhouse, Car Park and Greenkeepers Building and its effect on employees, members and visitors.

In accordance with the Information Commissioner's Office (ICO), Puttenham Golf Club has registered as a user of CCTV for the purposes defined in this policy.

PURPOSE AND SCOPE

Puttenham Golf Club operates CCTV cameras around the premises under the guidelines of the Data Protection Act 2018 (DPA 2018) and the General Data Protections Regulations (GDPR) as it applies in the UK.

The primary use of the CCTV cameras at the Clubhouse, Car Park and Greenkeepers Building is for the purpose of detecting and preventing crime, protecting the property and facilities, and for personal security of members, visitors and employees whilst at Puttenham Golf Club.

It is not the intention of the Club to use CCTV for monitoring the work of employees or finding out whether or not they are complying with the organisation's policies and procedures.

PRINCIPLES

The following principles have been applied:

- CCTV has been installed only where it is considered necessary and proportionate
- The Club has ensured that all cameras are set up in a way that ensures that there is minimal intrusion of privacy, and that any intrusion is fully justified
- Signs are displayed prominently to inform employees, members and other individuals that CCTV is in use
- No images and information will be stored beyond those which are strictly required for the stated purpose of a surveillance camera system
- Access to retained images and information will be restricted, with clearly defined rules on who can gain access

- It is not the intention that CCTV at the Clubhouse, Car Park and Greenkeepers Building will be used to monitor the quality and amount of work completed by an employee
- Surveillance images and information will be subject to appropriate security measures to safeguard against unauthorised access and use

MONITORING AND REVIEW

1. A formal review of this policy will take place every 3 years or sooner if there is a policy need or legislative change
2. This policy does not form part of employees' terms and conditions of employment and may be subject to change at the discretion of the Board

GENERAL PROCEDURES

The Data Controller at Puttenham Golf Club is the Secretary/ Manager. Day to day responsibility for ensuring this policy is appropriately managed and controlled is the Secretary/Manager.

CCTV FOOTAGE

Live CCTV footage can only be viewed by:

- Secretary/Manager
- Operations Manager
- Club Director
- Other Puttenham Golf Club Staff by way of permission of one of the above

Recorded CCTV footage can only be reviewed (not deleted or amended) by:

- Secretary/Manager
- Operations Manager
- Club Director
- Other Puttenham Golf Club Staff by way of permission of one of the above
- The Police under the supervision of the Secretary/Manager or Operations Manager

Camera surveillance will be maintained at all times and footage continuously recorded and held on system memory for a period of up to 30 days.

CLUB EMPLOYEES

As stated, the primary purpose of CCTV is to protect the property, members, visitors and employees at Puttenham Golf Club. However, we recognise that when CCTV is installed in a workplace, it is likely to capture pictures of employees and workers, even if they are not the main subject of surveillance.

CCTV evidence may be used as part of an employee investigation where, in the reasonable belief of the Club, there may have been serious or gross misconduct committed. In such cases the footage must be requested by the Chairman of the Board. In the case of a worker (non-Club employee) any evidence identified may be passed to their employer.

In accordance with the CCTV Code of Practice, where footage is used in disciplinary proceedings, the footage will be retained and the worker allowed to see and respond to the images.

REQUESTS FOR ACCESS TO CCTV FOOTAGE

Any requests for access to CCTV footage need to be relative to the purpose of the CCTV system - detecting and preventing crime, protecting the property and facilities, and for personal security of members, visitors and employees whilst at Puttenham Golf Club.

A record will be maintained of any requests made and whether the request has been approved or not.

The Police, other enforcing agents, or outside bodies may request access to a recording. Any request will be considered initially by the Secretary/Manager, referring to the appropriate Board Director if appropriate.

Employees, members and visitors whose images are recorded have a right to view those images of themselves and to be provided with a copy of the images within 40 days of their request, as long as they have not been automatically deleted.

Any person making such a request should write to the Secretary/Manager providing the relevant time and date of the image, so that they may be easily identifiable.

Complaints about the operation of the CCTV system should be addressed initially to the Secretary/Manager.

DATE OF NEXT REVIEW: JANUARY 2025