

CCTV Policy

Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed-circuit television (CCTV inc audio) system at Onneley Golf Club. The system comprises of several fixed cameras located both internally and external to the clubhouse and surrounds. The Club owns the CCTV system, and it is regularly serviced and updated. The Policy will be subject to review by the Board.

This Policy follows the privacy and data protection act 2014.

Objectives of the CCTV Policy

The objectives of the Club's use of CCTV are:

1. To help protect the Club's buildings and assets
2. To help protect the security of Members, Visitors and Staff
3. To support the Police in a bid to deter and detect crime
4. To assist in identifying, apprehending and potentially prosecuting offenders

Operation of the System

The CCTV system will be administered and managed by the Club in accordance with the values and objectives expressed in the act. The CCTV system will operate 24 hours each day, every day of the year, recording all activity.

Appropriate signage informing Members, Visitors and Staff of the existence of a CCTV system, will be placed both internally and externally to all relative buildings.

Monitoring Procedures

Camera surveillance may be maintained at all times and footage continuously recorded and up to 30 days of footage is held on the systems memory. Footage is stored on this device and can only be accessed by a club Director or management level employee.

Requests for footage

"Except as required by law", footage will be made available to 3rd party interests only to duly authorised representatives of Onneley Golf Club. Use of this footage shall be limited to the performance of governance and management duties by those authorised representatives of the Club. Duly authorised representatives shall be restricted to Director's or Manager level employees.