

Gainsborough Adventure Playground Ltd

CCTV Policy

Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed-circuit television (CCTV) system at Gainsborough Adventure Playground, hereafter referred to as 'GAPA'. The system comprises of a number of fixed cameras located around outside of the GAPA site. All cameras are monitored from the Company Managers Office and are only available to selected authorised staff. This Code follows Data Protection Act guidelines and will be subject to review. The CCTV system is owned by GAPA.

Objectives of the CCTV scheme

- To protect the GAPA buildings and their assets
- To increase personal safety and reduce the fear of crime
- To support the Police in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders
- To protect members of the public and private property

Statement of intent

- The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.
- GAPA will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.
- Cameras will be used to monitor activities within GAPA to identify criminal activity occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of GAPA, together with its visitors. Cameras are all visible.
- Cameras are not to focus on private homes, gardens and other areas of private property.
- Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Data will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Data will never be released to the media for purposes of entertainment.
- The planning and design has endeavoured to ensure that the scheme will give maximum effectiveness and efficiency, within financial constraints, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- Warning signs, as required by the Code of Practice of the Information Commissioner, have been placed at all access routes to areas covered by the GAPA CCTV.

Operation of the system

The system will be administered and managed by the Company Directors, in accordance with the principles and objectives expressed in the code.

- The day-to-day management will be the responsibility of both the Company Manger and Adventure Playground Manager.
- The data storage PCs & monitors will be in a locked room at all times (Company Mangers office).
- The CCTV system will be operated 24 hours each day, every day of the year.

Signage

Signs will be positioned at GAPA's entrance where CCTV operates. These signs will indicate that CCTV monitoring and recording are in use on the premises.

Recording of CCTV images

Recordings may be made from any CCTV cameras. These recordings will include the date, time and system information overlay. Recording equipment will be housed in locked offices to which only authorised staff have access. Recordings will be kept for 31 days, unless required as part of an ongoing investigation, in which case recordings will be retained for as long as required for that investigation. The security of the stored data will be password controlled. Access to this storage is restricted to the Company Manager or in their absence the Adventure Playground Manager. At the end of approximately 31 days the recordings will be erased by overwriting them with new recordings.

Viewing of live CCTV images

Display equipment used to view the images from CCTV cameras will be located and positioned in such a way as only those responsible for security may ordinarily see the screen.

Viewing of recorded CCTV images

Recorded images may be viewed on a 'need to view basis' - only those who need to see the image for security, management, crime prevention & detection or health and safety purposes may do so. All viewings of recorded images must be authorised by the Company Manager and in their absence the Adventure Playground Manager. Reasons for wishing to view must be logged alongside details of times, dates and signatures of the viewer and authorisation officer.

Data copied to disk must be authorised by Company Directors or Manager. Reasons for wishing to copy data must be logged alongside details of times, dates and signatures of the person taking the data and authorisation officer. Copies of recorded data must only be taken off-site by the police. Any other copies of recorded data must be kept in a secure location, on site, and destroyed as soon as no longer required. When destroyed a signature will appear beside the original entry.

Data Protection Act

Individuals have the right to request access to CCTV footage relating to them under the Data Protection Act. Requests must be directed to GAPA's Data Protection Officer (see Data Protection Act: Requesting Access to Personal Data for further information). Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. GAPA reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

System maintenance

Display equipment and recordings may be viewed by personnel authorised to undertake installation and maintenance of the CCTV systems. Such viewing will be restricted to that necessary for system work.

Police cooperation

GAPA wishes to maintain good working relations with the police and will cooperate whenever it can do so within the law.

Complaints

Any complaints about GAPA's CCTV system should be addressed to the Company Directors.