



# **Birtley Community Aquatic Centre CCTV Policy**

**Version: 1.0**

**Revision Date:** March 2025

**Next Review Date:** March 2026

## **1. Introduction**

Birtley Community Aquatic Centre (BCAC) is committed to ensuring the safety and security of its staff, visitors, and property. The use of Closed-Circuit Television (CCTV) plays an important role in achieving this goal. This policy outlines the procedures for the operation, management, and use of CCTV systems at Birtley Community Pool, in compliance with the relevant laws and regulations, including the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

## **2. Purpose**

The purpose of this policy is to:

- Ensure the safety and security of staff, visitors, and property.
- Deter and detect crime, vandalism, and other unauthorised activities.
- Support the management of incidents and investigations.
- Ensure that the operation of CCTV systems complies with UK laws and respects the privacy rights of individuals.

## **3. Scope**

This policy applies to all CCTV systems operated by Birtley Community Pool, including cameras located within and around the premises. It covers:

- The operation and management of CCTV systems.
- The use of recorded footage.
- The responsibilities of staff in relation to CCTV.
- Data protection and privacy considerations.



## **4. CCTV System Operation**

### **4.1. Installation and Coverage**

- CCTV cameras are installed in strategic locations across Birtley Community Pool's premises to monitor and record activities for safety and security purposes. Cameras are positioned to avoid capturing images in areas where individuals have a heightened expectation of privacy, such as changing rooms and toilets.

### **4.2. Monitoring**

- CCTV footage is monitored in real-time by authorised personnel. Access to live feeds and recorded footage is restricted to designated staff members who have a legitimate need to view the footage for security or investigative purposes.

### **4.3. Signage**

- Clear and visible signs indicating the presence of CCTV cameras are displayed around the premises, including at the entrance points. These signs inform staff and visitors that they are under surveillance and provide details of the purpose of the CCTV system.

## **5. Data Protection and Privacy**

### **5.1. Data Storage**

- CCTV footage is stored securely and retained for a limited period, typically 30 days, unless a longer retention period is required for legal or investigative purposes. After the retention period, footage is securely deleted or overwritten.

### **5.2. Access to Footage**

- Access to recorded CCTV footage is restricted to authorised personnel only. Requests to view or obtain footage by external parties, including law enforcement, must be approved by the Senior Operations Manager or another designated authority within the organisation.

### **5.3. Subject Access Requests**

- Individuals have the right to request access to their personal data captured on CCTV in accordance with data protection laws. Such requests should be made in writing to the Senior Operations Manager. Birtley Community Pool will respond to these requests within the time frame specified by law, typically within one month.

### **5.4. Disclosure of Footage**

- CCTV footage may be disclosed to third parties, such as law enforcement agencies, in compliance with legal requirements or where necessary for the investigation of an incident. Disclosure will be limited to what is necessary and proportionate for the intended purpose.



## **6. Responsibilities**

### **6.1. Senior Operations Manager (SOP)**

- The SOP is responsible for overseeing the operation of the CCTV system, ensuring compliance with this policy, and addressing any data protection concerns. The SOP also handles subject access requests and coordinates with external parties regarding the disclosure of footage.

### **6.2. Authorised Personnel**

- Only authorised personnel are permitted to operate, monitor, and access CCTV footage. These individuals are trained in the appropriate use of CCTV systems and are aware of their responsibilities regarding data protection and privacy.

### **6.3. Employees**

- All employees are required to comply with this policy and report any concerns regarding the operation of the CCTV system or potential breaches of security to the SOP or a designated authority.

## **7. Policy Compliance and Review**

### **7.1. Compliance**

- Birtley Community Pool is committed to ensuring that its use of CCTV systems complies with the Data Protection Act 2018, GDPR, and any other relevant legislation. Non-compliance with this policy may result in disciplinary action.

### **7.2. Review**

This policy will be reviewed annually or in response to changes in legislation, technology, or operational needs. Any updates to the policy will be communicated to all relevant parties.

## **8. Contact Information**

For more information or to discuss issues related to the CCTV system, please contact:

Lewis Herbertson

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## **9. Approval**

This policy was approved by the Board of Trustees of Birtley Community Pool on March 2025.

**Signatories:**



**Yvonne Probert**

Chairperson, Birtley Community Pool Board of Trustees

**Lewis Herbertson**

Senior Operations Manager, Birtley Community Pool