



Polyapes CCTV Policy

Polyapes Scout Camp uses closed circuit television (CCTV) to provide a safe and secure environment for volunteers, site staff and visitors and to protect site property. This policy sets out the use and management of the CCTV equipment, images and audio content in compliance with GDPR and the CCTV Code of Practice. We follow the Scout's Data Protection Policy - <https://www.scouts.org.uk/about-us/policy/data-protection-policy/>

The purpose of the site installing and using CCTV systems is to assist in the prevention or detection of crime or malpractice, to assist in the identification and prosecution of offenders and to monitor the security of the site.

Cameras are located at strategic points throughout the site, principally at entrance and exit points. The site has positioned the cameras so that they only cover communal or public areas and they have been sited so that they provide clear images. No camera may focus on toilets or shower facilities. All cameras are clearly visible. Appropriate signs are prominently displayed so that users are aware they are entering an area covered by CCTV.

Images produced by the CCTV equipment are intended to be effective for the purposes set out above. Maintenance checks of the equipment are undertaken on a regular basis. Images may be recorded either in real-time or at certain times, as the needs of the site dictate. CCTV images are held digitally on a hard drive and are deleted and overwritten and are not held for more than 3 months. Images that are stored on, or transferred on to, removable media are erased or destroyed once the purpose of the recording is no longer relevant.

Access to and disclosure of images recorded on CCTV is restricted to wardens. Images can only be disclosed in accordance with the purposes for which they were originally collected. The images that are filmed are recorded centrally and held in a secure location. Access to recorded images is restricted to the operators of the CCTV system and to those who are authorised to view them in accordance with the purposes of the system. If media on which images are recorded are removed for viewing purposes, this will be documented. Disclosure of images to other third parties will only be made in accordance with the purposes for which the system is used and will be limited to:

- the police and other law enforcement agencies
- individuals whose images have been recorded and retained

All requests for disclosure and access to images will be documented. If disclosure is denied, the reason will be recorded.

Individuals have the right on request to receive a copy of the personal data that the site holds about them, including CCTV images if they are recognisable from the image. If you wish to access any CCTV images relating to you, you must make an email request to Polyapes. Any request must include the date and approximate time when the images were recorded and the location of the particular CCTV camera, so that the images can be easily located and your identity can be established as the person in the images. We will always check the identity of the person making the request before processing it and will first determine whether disclosure of your images will reveal third party information which must be obscured to avoid an unfair intrusion into their privacy.

We will only undertake covert recording with the written authorisation of the Executive Committee where there is good cause to suspect criminal activity or serious malpractice and where informing the individuals concerned would seriously prejudice its prevention or detection. It will only take place for a limited and reasonable amount of time consistent with the objective of assisting in the prevention and detection of suspected criminal activity or serious malpractice.

Polyapes Scout Camp will ensure that all site staff and volunteers handling CCTV images or recordings are trained in GDPR.

Any complaints or enquiries about the operation of the CCTV system should be addressed to the Polyapes Executive Committee or Esher or Royal Kingston Scout Districts.

Approved by the Polyapes Executive Committee

December 2021 (Reviewed March 2023)