



LICHFIELD ARCHERS CCTV POLICY

PROCEDURE TO COMPLY WITH GENERAL DATA PROTECTION REGULATION

Lichfield Archers have installed a CCTV System in the Clubhouse for security and health and safety reasons. Cameras are positioned in the entrance vestibule, range and lounge area of the clubhouse.

Clear signage both outside and inside the building states that CCTV is in operation.

The camera is set to record when it senses movement and has a 1TB hard drive. When the drive is full it automatically overwrites the oldest footage.

The CCTV hardware is located in a wall mounted box which is secured by two padlocks, within the Clubhouse "Lock Up" (A secure storeroom which is accessed by the Club Committee and Coaches only).

The footage is not linked to the Internet. This is a secure closed circuit system with access permission as follows:-

This Wall Mounted Box is secured by two different key padlocks and a password. Access to the Box is restricted and can only be carried out by two of four named Committee Members; the Chairman, the Treasurer, the Secretary and the Child Protection Officer. The Secretary and the Treasurer will be Key holders of Padlock A and will have knowledge of the Password, whilst the Chairman and the Child Protection Officer will be key holders of Padlock B. Therefore, one of the two key holders of Padlock A and Padlock B will be required simultaneously to gain access to the CCTV Recorder.

Viewing of any footage following an incident must be carried out by at least two of the four named Officers of the Committee only.

Disclosure of information from the surveillance system will be controlled and consistent with the purposes for which the system was established. If for example, an accident takes place or a crime has been committed then it may be appropriate to disclose surveillance information to the Police or ArcheryGB. In which case a record of the date of the disclosure along with details of who the information has been provided to (the name of the person and the organisation they represent) and the purpose for which they required it.

Each time the footage is viewed a log must be kept giving the purpose for viewing.

As this is a small system we only need to retain images for a short period of time as incidents will come to light very quickly. However, if a crime has been reported to the Police then we should retain the images until the Police have time to collect them.

Should a Member of the Club make a subject access request, a valid explanation as to why it is required must be provided in writing and this request should be put to the Committee for authorisation to be granted.

On a monthly basis, the system needs to be checked to ensure it is functioning correctly and that the date and time is set. This to be carried out on the evening the Committee meets.

The Secretary
Lichfield Archers

June, 2018