HELLINGLY RUGBY FOOTBALL CLUB C.I.C.

Lower Horsebridge, Hailsham, East Sussex. BN27 4DJ

SURVEILLANCE CAMERA CODE of PRACTICE

Purpose of the code

Surveillance camera systems are deployed extensively within England and Wales and these systems form part of a complex landscape of ownership and operation. Where used appropriately, these systems are valuable tools which contribute to public safety and security and in protecting both people and property.

Hellingly Rugby Football Club C.I.C ("the Club") issues this code of practice to provide guidance on the appropriate and effective use of surveillance camera systems (as defined by section 33 of the Protection of Freedoms 2012 Act) and has regard to the code when exercising any functions to which the code relates.

The Club has satisfied itself that a camera surveillance system is necessary and it will be proportionate, effective, and compliant with any relevant legal obligations.

In order to achieve this the code sets out guiding principles that should apply to all surveillance camera systems in public places and as the Horsebridge Recreational Ground is open to the public it is considered a public place. This code of practice is designed to provide a framework for the operators and users of surveillance camera systems so that there is proportionality and transparency in their use of surveillance and systems are capable of providing good quality images and other information that law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.

Implementation of the code

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The implementation of the use of the surveillance camera system shall be:

- Fairly and lawfully processed;
- Processed for limited purposes;
- Adequate, relevant and not excessive;
- Accurate;
- Not kept longer than necessary;
- Kept secure; and
- Not transferred abroad without adequate protection.

For the avoidance of doubt:

“Surveillance camera systems” has the meaning given by Section 29(6) of the Protection of Freedoms 2012 Act and is taken to include: (a) closed circuit television (CCTV); (b) any other systems for recording or viewing visual images for surveillance purposes; (c) any systems for storing, receiving, transmitting, processing or checking the images or information obtained by (a) or (b); (d) any other systems associated with, or otherwise connected with (a), (b) or (c)

“System Operator” - person or persons that take a decision to deploy a surveillance camera system, and/or are responsible for defining its purpose, and/or are responsible for the control of the use or processing of images or other information obtained by virtue of such system.

“System User” – person or persons who may be employed or contracted by the system operator who have access to live or recorded images or other information obtained by virtue of such system.

Governance

Hellingly Rugby Football Club C.I.C. has vested the control of the CCTV system and the images produced by it to the Secretary of the Club (System Operator) who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1998).

The Bar Manager (System User) is responsible for the operation of the system.

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Hellingly Rugby Football Club C.I.C. has considered the need for using CCTV and has decided it is required for the prevention and detection of crime and for protecting the safety of Club members, visiting rugby teams, volunteers and officials. It will not be used for any other purposes. The Club will conduct an annual review of the use of CCTV. Notification of the installation has been submitted to the Information Commissioner and the next date of review is 5th July 2020 and annually on the 1st November thereafter.

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