

# BROOMIEKNOWE GOLF CLUB

## CCTV POLICY

<b>Policy Summary:</b>	This document sets out Broomieknowe Golf Club's CCTV Policy
<b>Policy Owner:</b>	Council, Broomieknowe Golf Club.
<b>Approved by:</b>	Council, Broomieknowe Golf Club; 07.12.2021.
<b>Date of Issue:</b>	07.12.2021.
<b>Review Period:</b>	Annual or as required by Legislation.

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# **Broomieknowe Golf Club: CCTV Policy**

## **1.0 Introduction.**

The purpose of this Policy is to regulate the management, operation and use of the closed-circuit television (CCTV) system at Broomieknowe Golf Club. The system comprises of a number of fixed cameras located both internally and external to the clubhouse and it's surrounds. The Club owns the CCTV system and it is regularly serviced and updated. The Policy will be subject to annual review by the designated Director.

This Policy complies with the General Data Protection Regulations (GDPR).

## **2.0 CCTV Objectives.**

The objectives of the Club's use of CCTV are:

- to help protect the Club's buildings and assets;
- to help provide security to Members, Visitors and Staff;
- to support the Police in the determent and detection of crime;
- to assist in the identification, apprehension and prosecution of offenders.

## **3.0 System Operation.**

The CCTV system will be administered and managed by the Club in accordance with the values and objectives expressed by GDPR. The day to day management will be the delegated responsibility of the Club Administrator. The CCTV system will operate 24 hours each day, 365 days per year, recording all activity.

Appropriate signage informing Members, Visitors and Staff of the existence of a CCTV system, is placed both internally and externally.

## **4.0 Control and Liaison**

The Clubs system provider will periodically check and confirm the efficiency of the system and, in particular, that the equipment is properly recording and that cameras are functional. The Club will liaise with the supplier regarding servicing and/or repairs and maintenance of the system.

## **5.0 Monitoring Procedures.**

Camera surveillance will be maintained at all times, footage recorded continuously with up to 30 days data being held on the system. Footage is stored on this device and can be accessed only by the Club Administrator and / or responsible Director(s). Only at the discretion of Council, the Police or the Local Sherriff, or High Courts will archived files be removed from Club premises.

## **6.0 Requests for Recorded Data.**

Except as required by law, recorded data will be made available only to duly authorised Administrator and Director(s) of Broomieknowe Golf Club. Use of this footage shall be limited to the performance of governance and management duties by those authorised representatives of the Club. For the purpose of this policy duly authorised representatives shall be restricted to the Club Administrator and Directors except as may be authorised by a resolution of the Council from time to time.

## **7.0 More Information.**

For more information regarding the CCTV system please contact the Club Administrator.