

Table of contents

| | |
|--|--|
| 1. Introduction | |
| 2. Policy position and purpose | |
| 3. Responsibility for the management of the system | |
| 4. Auditing the system's operation and working practices | |
| 5. Access to and disclosure of images | |
| 6. Secure storage and retention of images | |
| Feedback on this document | |
| Appendix A– siting of cameras | |

1. Introduction

1.1 The CCTV for the purposes of the prevention and detection of vandalism and unauthorised access and in order to identify individuals with a view to taking appropriate action where necessary.

1.2 This document sets out the accepted use and management of CCTV equipment and images to ensure that NWRPC complies with the Data Protection Act 2018 and other relevant legislation. We process personal data in line with our Data Protection Policy.

1.3 This policy and procedure applies to NWRPC site.

2. Policy position and purpose

2.1 CCTV has been installed within the range 3 gallery firing point and external to the front of the building and to the backstop to assist in deterring vandalism and unauthorised access

2.2 The system is also intended to assist with the identification, of individuals, and the identification of actions that might result in disciplinary action.

2.3 The existence and position of CCTV will help to deter any unauthorised access to the range and, in the event of an incident, help to identify individuals involved.

2.4 The purpose of this policy is to establish what CCTV NWRPC will use, how it will be used and managed.

3. Responsibility for the management of the system

3.1 The committee has overall responsibility for the maintenance of the system. They will periodically check the equipment and arrange for maintenance checks.

3.2 The committee will ensure that images are deleted in accordance with the retention policy. The appointed individuals will have access to the recorded images during the maintenance of the systems but will under no circumstances routinely view, disclose or retain copies of the recorded images.

3.3 The appointed individuals will be aware of the data protection compliance requirements in line with the Code of Practice.

4. Auditing the system's operation and working practices

4.1 The Committee is responsible for ensuring that this policy and its implementation is compliant with Data Protection Legislation, and that it is reviewed to remain compliant with current regulations

4.2 The Committee is responsible for dealing with and responding to any requests for access to images made by individuals under the Data Protection Act 2018. Any requests received by the committee for access to images will be forwarded to the data controller

5. Access to and disclosure of images

5.1 Images will only be accessed when necessary to investigate an incident

5.2 The data controller, or delegated persons is responsible for viewing images when investigating an incident or suspected incident.

5.3 The delegated persons are:-

a) In the case of a suspected incident prior to a formal investigation, a standing member of the committee appointed by a majority vote of the committee.

b) Member or members of the investigation team formed as per the club constitution.

The investigating team if necessary as part of a disciplinary investigation, may then disclose images as part of the evidence assembled by the investigating team in the event of a disciplinary hearing.

6. Secure storage and retention of images

6.1 Images will be stored on the recording equipment which will be securely protected. The committee have responsibility for ensuring that the equipment and the routinely recorded images have the necessary security. Images are routinely retained for one week, but may be retained longer in the event that they are required as part of an investigation. No sound will be recorded at any time.

6.2 Where images have been retained for an investigation the data controller and investigation team will take responsibility for the secure storage of those images. where necessary for disciplinary purposes.

