



Unit CCTV Regulations



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1 – Purpose

The CCTV System within the unit building has been installed for the purpose of crime prevention and detection. The information held on the system will be used only if it falls within this purpose, except in exceptional circumstances at the discretion of the Unit Chairman.

All cameras managed by the unit are overt and signs warning about the presence of CCTV are in place at key locations around the building. The unit does not have any covert or hidden cameras either inside or outside the building.

Information held on the CCTV system is covered by the Data Protection Act and any breach of this act or the regulations within this document may result in disciplinary action.

2 – Camera Locations

The unit CCTV system consists of 11 cameras positioned in strategic locations around the building in order to maximise the potential of fulfilling its purpose. *(See Appendix 1 for location maps)*

All cameras record fully 24 hours a day, 7 days a week and are equipped with night vision.

3 – Sound Recording

All cameras are equipped with a sound recording capability, however, it is recognised that sound recording is not necessary in order to fulfil the purpose of the CCTV system. Due to this all sound recording is disabled and should not be recorded at any time.

This decision may be revised at the discretion of the Unit Chairman should the need arise. This should be for a justified and pre-defined purpose. If the decision to record sound is made, clear and visible signs should be positioned in key locations around the unit advising that sound is also being recorded. This should be done before sound recording takes place.

4 – System Access

Access to the CCTV system is controlled by a generic password. This password is held by the Unit Chairman and Unit Treasurer and will **never** be disclosed to any other person **at any time**. This is to ensure the integrity of the data held on the CCTV system and to prevent abuse of the system.

Only the Unit Chairman and Unit Treasurer are authorised to access the system. In emergencies this authorisation may be extended to police officers.

5 – Reviewing Footage

Footage held within the CCTV system can be reviewed when the need to view footage falls within the purpose of crime prevention & detection. In certain exceptional circumstances the footage may be reviewed for other purposes at the discretion of the Unit Chairman.

When the need to review footage arises contact should be made with the Unit Chairman outlining reasons for the review. The Unit Chairman will then arrange for the system to be reviewed if he is satisfied that the reasons for review meet the purpose of the CCTV system.

This review will be carried out by either the Unit Chairman or the Unit Treasurer. The person requesting the review is permitted to be present and witness the review if it is deemed appropriate by the Unit Chairman.

The person conducting this review should complete the review/backup log which is held with the CCTV system in every case where recorded footage has been reviewed.

6 – Backing Up Footage

Relevant footage from the CCTV system can be backed up to a removable media device at the discretion of the person conducting a review. This should only occur when footage is relevant to the purposes of crime prevention & detection and it is necessary to produce a backup. (e.g. police investigation).

When the decision to backup footage has been made, details of this should be recorded in the review/backup log which is held with the CCTV system. A backup should be signed for by the person receiving the backup at all times (e.g. a police officer).

Any backed up footage which is yet to be collected should be secured in the unit's safe to ensure the security of the data.

7 – Review / Backup Log

The review / backup log will be held with the CCTV system at all times and should be completed by the person conducting a review or creating a backup of footage on every occasion **without fail**.

It is vitally important that a record of this activity is held by the unit.

This log should never be removed from the vicinity of the CCTV system at any time.

8 – External Incidents

On occasions, the unit may receive requests to review footage regarding incidents that have no involvement with the unit itself. These requests are permitted in many circumstances and should be directed to the Unit Chairman as per internal requests.

Again these requests must meet the purposes of crime prevention / detection and due to this generally only requests from police officers investigating a specific incident will be permitted. Any individuals requesting access to CCTV footage should be advised to contact the police to report their incident before footage will be reviewed.

9 – Footage Retention

There is no defined timescale for how long footage will be retained by the system. Footage is retained until it is overwritten. This is usually around 4 weeks but can be shorter or longer depending on circumstances and disc space remaining.

Footage that may be required for longer than this can be backed up to a removable media device as above.

10 – Subject Access Requests

Anyone who has reason to believe they may have been captured on CCTV footage held by the unit has a right under the Data Protection Act to request to view this footage, and unless they agree otherwise to be provided with a copy of the images.

This must be actioned within 40 days of receiving a request and each person making a request will be charged a fee of £10.

Subject Access Requests should be made using the form within this document. (*See Appendix 2*)

In certain circumstances it will be necessary to obscure any third party from this footage in order to avoid an intrusion into their privacy. This decision is at the discretion of the Unit Chairman.

This request can be refused if it is believed that complying with this request would frustrate the purposes of a police investigation.

Appendix 1 – Camera Location Map

First Floor:

Removed for website download

Ground Floor:

Removed for website download



Appendix 2 – Subject Access Request Form

Name:	Date of Birth:
Address:	
Mobile No.	Home No.
Email Address:	
Footage Date:	Time From:
Location:	Time To:
Own Description:	
Full Details & Reason:	
Signed:	Date:

This request form should be accompanied by either cash or a cheque to the value of £10 in order to facilitate the request. Requests will not be processed without this fee.

If payment is to be made by cheque, cheques should be made payable to "Hartlepool Sea Cadets".

Forms and payment should be sent to the address below:

Unit Chairman
Hartlepool Sea Cadets
Middleton House
Harbour Walk
Hartlepool
TS24 0UX