

28th Oxford Scout Group

CCTV Policy

Document History

| Document Version | Summary of Changes | Effective From |
|-------------------------|---------------------------|-----------------------------|
| 1.0 | Initial version | 27 th March 2019 |

Introduction

The 28th Oxford Scout Group (the group) has installed a closed circuit television (CCTV) system (the system) to provide a safe and secure environment for the young people, adult volunteers and visitors, and to protect the groups' property.

This document sets out the accepted use and management of the CCTV system and images to ensure the Group complies with the General Data Protection Regulation (GDPR), the Data Protection Act (DPA) 2018, the Human Rights Act 1998 (HRA), the Surveillance Camera Code of Practice issued under the Protection of Freedoms Act (POFA Code) and other legislation.

Purpose of CCTV

The Group has installed a CCTV system covering the external groups of the Head Quarters building (HQ) to;

- deter crime
- assist in prevention and detection of crime, assist with the identification, apprehension and prosecution of offenders
- maintain the security of the Groups grounds, property and equipment.

The system will be provided and operated in a way that is consistent with an individual's right to privacy.

The system will not be used to provide images to the world-wide web for entertainment purposes, record sound or disclose to third parties (unless disclosed to the police in response to any criminal activity discovered).

Covert recording, or automated recognition (eg ANPR) will not take place.

Owner

The CCTV surveillance system is owned by the 28th Oxford Scout Group.

Authority for use of CCTV and responsibility for CCTV use rests with the Executive Committee of the Group.

The Group Scout Leader (GSL) and other nominated individuals are responsible for the day-to-day operation of the system and ensuring compliance with this policy.

Overview of system

The CCTV system runs 24 hours a day, 7 days a week.

The CCTV system is managed locally and remotely by the nominated individuals.

The CCTV system comprises fixed position cameras; monitors; digital recorders; remote monitoring applications; and public information signs.

CCTV cameras are located at strategic points around the Group's HQ.

All cameras have been prevented from focusing on the surrounding private residential gardens and buildings.

CCTV signs are prominently placed around the HQ to inform young people, adult volunteers, visitors and members of the public that a CCTV installation is in use.

Although every effort has been made to ensure maximum effectiveness of the CCTV system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

Data protection

The Group has carried out a Data Protection Impact Assessment (DPIA), as provided and recommended by The Surveillance Camera Commissioner. This has been used to check and demonstrate that the processing of personal data by the CCTV System is compliant with the GDPR and DPA. Copies can be requested from cctv@28thoxfordscouts.org.uk

For the purpose of the GDPR and data privacy legislation, 28th Oxford Scouts is a data controller and data processor.

CCTV digital images, if they show a recognisable person, are personal data and are covered by the GDPR and data privacy legislation. This policy is associated with the Group's Data privacy policy.

The Group is required to register its processing of personal data via the CCTV System with the Information Commissioner's Office (ICO).

The Group's ICO notification registration number is **ZA508875**, renewed annually in April.

Access to images

General

Access to images will be restricted to specifically authorised persons and in line with the purpose of the system and the GDPR and data privacy legislation.

Individuals

The GDPR and data privacy legislation gives individuals the right to access personal information about themselves, including CCTV images.

All requests for access to a copy of CCTV material should be made to cctv@28thoxfordscouts.org.uk

Requests for access to CCTV images must include:

- a) The date and time the images were recorded
- b) Information to identify the individual, if necessary
- c) The location of the CCTV camera
- d) Proof of Identity.

The Group will respond promptly and at the latest within 30 calendar days of receiving the request. All requests must be accompanied with sufficient information to identify the images requested.

Third parties

Disclosure of recorded material that has the capacity to identify people will only be made to third parties in strict accordance with the purposes of the system and is limited to the following:

- Police and other law enforcement agencies where the images recorded could assist in a specific criminal enquiry
- Prosecution agencies

If the Group cannot comply with the request, the reasons will be documented. The requester will be advised of these.

Retention and disposal

Unless required for evidential purposes or the investigation of crime or otherwise required by law, recorded images will be retained for no longer than 30 days from the date of recording.

Images are securely stored, and access is restricted to authorised personnel only.

Complaints regarding operation of system

Complaints regarding the CCTV system and its operation must be made in writing to cctv@28thoxfordscouts.org.uk

This policy is adopted by Group Executive Committee on **27th March 2019**