

# Arklow Tennis Club Policy and Procedures

# CCTV Policy

April 2023

## Document History

Date	Description	Approved by	Version
16/04/2023	Document created	ALTC Committee	1.0

## Document Purpose

The purpose of this policy is to regulate the use of Closes Circuit Television (CCTV) and its associated technology in the monitoring of the internal and external environs of premises under the remit of the Arklow Lawn Tennis Club.

## Purpose of CCTV System

CCTV is installed externally in our club for the purpose of enhancing security of the club and its associated equipment as well as creating a mindfulness among the occupants, at any one time, that a surveillance security system is in operation to deter bullying/harassment, crime, vandalism and theft as an aid to Health & Safety and to discharge of the Arklow Lawn Tennis Club Executive Committee duty of care within and/or in the external environs of the premises during both the daylight and night hours of each day.

## Scope of Policy

This policy applies to any staff, members and visitors to our club and relates directly to the location and use of CCTV, the monitoring, recording and subsequent use of such recorded material.

## General Principles

Arklow Lawn Tennis Club Executive Committee has the responsibility for the protection of its property, equipment and other plant & equipment as well as providing security to its members and visitors to its premises. Arklow Lawn Tennis Club owes its duty of care under the provision of Health & Safety and Welfare legislation and utilises CCTV systems and its associated and recording equipment as an added mode security and surveillance for the purpose of enhancing the quality of life of Arklow Lawn Tennis Club by integrating the best practises governing the surveillance of its premises. The primary aim of CCTV monitoring Arklow Lawn Tennis Club premises is to deter crime and vandalism and to assist in the protection and safety of its associated equipment and materials.

Monitoring for security purposes will be conducted in professional, ethical and legal manner and any diversion of the use of CCTV security technologies for other purposes is prohibited by this policy e.g. CCTV monitoring of staff and/or member evaluations would undermine the acceptability of the resources for use regarding critical safety and security objectives and it therefore prohibited by this policy.

Information obtained through video monitoring may only be released when authorized by Committee. CCTV monitoring of public / club areas, for security purposes, will be conducted in a manner consistent with all existing policies adopted by the Committee including Child

Protection, and Sexual Harassment Policy and other relevant policies including the provisions set down in Equality and other related legislation.

The industry code of practise for video monitoring prohibits monitoring based on the characteristics and classifications contained in Equality and other related legislation e.g. race, gender, sexual orientation, national origin, disability etc. Video monitoring of public areas, for security purposes within the said establishment is limited to uses that do not violate the reasonable expectation to privacy as defined by law. The Executive Committee will periodically provide written material describing the purpose and location of CCTV monitoring and guidelines for its use. The location of in and outdoor CCTV cameras will also be indicated to the members. Data from CCTV system will be accessed and used in according with Data protection Law.

Signage will be erected in each location in which a camera is located. The signage the name will include name and contact detail of the data controller as well as the specific purposes for which the CCTV camera is in place in each location, for example:

**CCTV in operation - images are being monitored and recorded for the purpose of crime prevention, public safety and ensuring adherence to club rules.**

- to deter/detect bullying/harassment.
- to deter/detect crime, theft and vandalism.
- to ensure compliance with Court booking rules.
- to ensure compliance with Child Protection Policy.
- as an aid to security.
- for Health & Safety purposes.
- to enable the Executive Committee to discharge its duty of care.

Staff, members and parents/guardians will be informed of the existence and purpose of the CCTV system as outlined above. The right of access for members and staff to images captured by CCTV cameras shall be in accordance with the Data Protection Acts 1998 & 2003 as outlined in below websites.

<http://www.irishstatutebook.ie/eli/1988/act/25/enacted/en/html>

<http://www.irishstatutebook.ie/eli/2003/act/6/enacted/en/html>