



CCTV MONITORING POLICY

Doncaster Golf Club operates a CCTV surveillance system (“the system”) in the areas surrounding the clubhouse and greens buildings and across the car park. The system is owned and operated by the Club and forms part of the Club’s overall security arrangements. This system is the responsibility of the Data Protection Leader who is normally the Chair of Administration.

Compliance

Images obtained from the system which include recognisable individuals constitute personal data and are covered by current data protection legislation. This Policy should therefore be read in conjunction with the Club’s Privacy Policy and detailed privacy statements that cover Members, Visitors and Employees.

The Data Protection Leader is responsible, on behalf of the Committee, for ensuring compliance with current legislation.

Purpose

The system is primarily used for maintaining public safety, the security of property and premises and for preventing and investigating crime. It may also be used to monitor employees when carrying out work duties and to investigate matters of concern that arise from Club activities. The information processed may include visual images, personal appearance and behaviours. The Club recognises the effect of such a system on the individual and the right to privacy. However, where necessary or required, this information will be shared with data subjects, Club officials, service providers, police forces, court or tribunal and persons making an enquiry.

Description

Cameras are located at strategic points around building perimeters and covering the car parking area. Signage is prominently displayed to advise all users of the Club’s facilities that CCTV is in use and being monitored. Images captured by the system are recorded continuously and may be monitored from designated control points. Staff with access to this data will be trained in the operational and administrative functions of the system, and their responsibilities under this policy.

Information Retention

Images captured by the system will be retained for a maximum of 28 days, except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue. Disclosure of recorded data will only be made to third parties in accordance with the purposes of the system and in compliance with current legislation. Anyone who believes that they

have been filmed by the system can request a copy of the recording, subject to any restrictions covered by data protection legislation.

Raising a concern

Any member or visitor who has concerns or complaints over the Club's use of the system should contact the Data Protection Leader on secretary@doncastergolfclub.co.uk or by telephone on 01302 865632 (Option 1). Employees should address any enquiries or concerns relating to the system to their line manager in the first instance.

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