



GREENWICH COMMUNITY SPORTS HUB CCTV POLICY

Ripley Town Council are the custodian trustees of Greenwich Community Sports Hub. The management of the facility is the responsibility of the Ripley Recreation Ground charity (Charity No. 520502).

Closed Circuit Television (CCTV) is installed at Greenwich Community Sports Hub. Cameras are located at various places on the premises and images / videos from the cameras are recorded digitally and can be viewed remotely via an app. Videos and images are automatically recorded over after approximately 28 days.

This document details the policy and procedures used to control the management, operation, use and confidentiality of the CCTV system.

Purpose & Objectives

- To maintain the security of the premises
- To deter, detect and prevent crime, vandalism and anti-social behaviour.
- To provide a safe and secure environment for volunteers, staff, hirers, visitors, and contractors
- To assist Law Enforcement Agencies to carry out their lawful duties.
- To assist insurers investing claims against Public Liability.

The use of CCTV falls within the scope of The Data Protection Act 2018 and The General Data Protection Regulation 2018. Ripley Recreation Ground Charity complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure that it is used responsibly.

Warning Signs

CCTV warning signs are clearly and prominently displayed at Greenwich Community Sports Hub's Main Entrance Door, by the bar in the main room and various points internally and externally around the building. These signs include details of the Data controller who has responsibility for the system.

Siting the Cameras and Coverage

The planning and design have endeavoured to ensure that the CCTV system gives maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Cameras have been sited carefully so that they only capture images relevant to the purposes for which they are installed, and care has been taken to ensure that reasonable privacy expectations are not violated. Every effort has been made by Ripley Recreation Ground Charity to position cameras so that their coverage is restricted to the Greenwich Community Sports Hub premises which may include public areas.

The cameras are sited; in the kitchen, in the main room, outside the main entrance, at the back of the building adjacent to Nottingham Road, down the side of the building next to the football pitch, at the back of the building outside the patio door to the main room.

Storage and Retention of CCTV Images

Recorded data is stored automatically for up to 28 days on a recorder which is secured within Greenwich Community Sports Hub and to which only members of Ripley Recreation Ground Charity and Ripley Town Council have access. Recorded data will be stored in a way that ensures the security and integrity of the image and allows specific times and dates to be identified.

Normally, recorded data will not be retained for longer than 28 days. On occasion, images may need to be retained longer where, for example, an incident has been identified or a Subject Access request has been made or time is required to enable the Law Enforcement Agencies to collect relevant image if the Law Enforcement agencies are investigating a crime and ask for images to be preserved to afford them the opportunity to view the information as part of an active crime investigation. All retained images will be stored securely.

Access to CCTV Images and Disclosures

Access to recorded images is restricted to members of the Ripley Recreation Ground Charity and Ripley Town Council. Disclosure of information will be controlled and consistent with the purposes for which the CCTV system has been established. Once information is disclosed to a Law Enforcement Agency, they will become data controller for the copy which they hold.

The following guidelines will be adhered to in relation to the disclosure of images:

- a) The disclosure of images will be in line with the above Objective and will be controlled under the supervision of the Data Controller or his/her deputy:
- b) A log will be maintained itemising the date, time, camera, person copying, person receiving and reason for the disclosure;
- c) The appropriate disclosure documentation for the Law Enforcement Agency will be filed for future reference.
- d) Images must not be forwarded to the media for entertainment purposes or be placed on the internet;
- e) Images must not be copied in any way e.g. photographed, downloaded or printed for use other than described in the objectives.
- f) Images will only be released to the media for identification purposes in liaison with the Law Enforcement Agencies.
- g) The method of disclosing images should be secure to ensure that they are only seen by the intended recipient and
- h) Images of third parties not relevant to the investigation should be obscured where possible to prevent unnecessary identification.

Subject Access Requests

Individuals have the right to request access to CCTV footage relating to themselves under The General Data Protection Regulation.

All requests for access should be made by e-mail or in writing to the Secretary of Ripley Recreation Ground Charity, providing sufficient information to enable the footage relating to them to be identified, i.e. date, time and location. Ripley Recreation Ground Charity will respond to requests within 4 weeks of receiving the written request.

All requests for access are recorded. If disclosure is denied, the reason is documented, and the individual will be informed within at least 4 weeks of the reason and their right to complain to a statutory authority. Ripley Recreation Ground Charity and/or Ripley Town Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

A fee of £10 may be charged for a Subject Access Request, depending on circumstances.

Complaints

Enquiries or complaints about the operation of Ripley Recreation Ground Charity's CCTV system should be directed to the Secretary at j.simpson@rrgc.org.uk

Review

This policy will be reviewed annually by the Ripley Recreation Ground Charity or when new legislation requires the policy to be updated. This policy will be displayed at Greenwich Community Sports Hub to provide assurances on the proper use of CCTV to volunteers, staff, hirers, visitors and contractors. **Reviewed 13th November 2025. Mrs J Simpson.**