

St Ives Arts Club CCTV Policy

Version	Date	Approved By
1.0	1 st August 2026	Board of Trustees

1. Purpose

The Arts Club operates a Closed-Circuit Television (CCTV) system within its premises for the purpose of:

- Protecting members, volunteers, visitors, and staff.
- Protecting Club property and assets.
- Assisting in the prevention and detection of crime and anti-social behaviour.
- Supporting the investigation of incidents, accidents, complaints, and safeguarding concerns.
- Enhancing the overall security of the Club premises.

The Club is committed to ensuring that CCTV is used responsibly and in accordance with applicable data protection legislation.

The system consists of CCTV cameras in the Hallway, Theatre and Exhibition Room. These provide a live feed to a monitor on the desk in the Exhibition Room. The cameras also provide a feed to a recording device in the kitchen– see note 6 below regarding access to the recorded feed.

2. Scope

This policy applies to:

- Trustees
- Committee members
- Volunteers
- Employees (if applicable)
- Members
- Visitors to the Club

The CCTV system covers internal areas of the Club only.

No cameras are positioned in areas where individuals would reasonably expect privacy, including:

- Toilets
- Downstairs Kitchen
- Theatre Kitchen / Changing Area

3. Legal Basis

The Club processes CCTV images under its legitimate interests in maintaining the safety and security of persons, premises, artwork, equipment, and other assets.

The Club will comply with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Guidance issued by the Information Commissioner's Office (ICO)

4. Operation of the System

The CCTV system operates continuously unless maintenance or technical issues require temporary suspension.

The system records video images only unless otherwise notified.

Appropriate signage will be displayed at entrances and within monitored areas informing members and visitors that CCTV is in operation.

5. Responsibilities

The Trustees are responsible for the overall management and oversight of the CCTV system.

Day-to-day administration is delegated to the President and other committee members appointed in his absence.

Only authorised individuals may:

- Access CCTV recordings.
- Review recorded footage.
- Export or copy recordings.

6. Access to Footage

Access to CCTV recordings shall be restricted to authorised persons and only where necessary for legitimate Club purposes, including:

- Investigating security incidents.
- Investigating accidents or safeguarding concerns.
- Responding to complaints.
- Supporting law enforcement investigations.

A record will be maintained of any footage viewed, copied, disclosed, or released.

7. Disclosure of Images

CCTV recordings may be shared only where there is a legitimate reason, including:

- Requests from law enforcement agencies.
- Legal proceedings.
- Insurance investigations.
- Other situations required by law.

Footage will not be disclosed to third parties without proper justification.

8. Retention of Recordings

CCTV recordings will normally be retained for a maximum period of **30 days**, after which they will be automatically overwritten or securely deleted.

Where footage is required for an investigation, legal matter, insurance claim, or safeguarding concern, it may be retained for longer until the matter is concluded.

9. Data Subject Rights

Individuals whose images have been captured by the CCTV system have rights under UK data protection legislation, including the right to request access to personal data held about them.

Requests should be made in writing to the Trustees.

The Club may withhold or redact footage where disclosure would adversely affect the rights of other individuals or where an exemption under data protection legislation applies.

10. Security

The Club will take reasonable steps to ensure that:

- CCTV equipment is secure.
 - Recordings are protected against unauthorised access.
 - Passwords and access credentials are kept confidential.
 - Any exported footage is stored securely.
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11. Review

This policy shall be reviewed by the Trustees every three years or sooner if:

- The CCTV system changes significantly.
 - Relevant legislation changes.
 - Operational circumstances require review.
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12. Contact

Questions concerning this policy should be addressed to:

The President