







a) Individuals have the right to request access to CCTV footage relating to themselves under the General Data Protection Regulation ('GDPR') and the Data Protection Act 2018 ('DPA 2018').



The Parklangley Club is a non-profit-making organisation owned by its members and dedicated to providing sporting facilities to the local community

- b) All requests should be made to the Club Manager, preferably in writing. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.
- c) The Club will respond to requests within one calendar month of receiving the request.
- d) The Club reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

### **8. Access to and Disclosure of Images to Third Parties**

- a) There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the Club where these would reasonably need access to the data (e.g. investigators).
- b) Requests for images/data should be made in writing to the Club Manager.
- c) The data may be used within the Club's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

### **9. Complaints**

- a) Complaints and enquiries about the operation of CCTV within the Club should be directed to the Club Manager in the first instance.

### **10. Further Information**

Further information on CCTV and its use is available from the following:

- [www.ico.org.uk](http://www.ico.org.uk)
- Regulation of Investigatory Powers Act (RIPA) 2000
- General Data Protection Regulation ('GDPR')
- Data Protection Act 2018

### **Appendix A – CCTV Signage**

It is a requirement of the Club to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The Club is to ensure that this requirement is fulfilled.

- The CCTV sign should include the following:
- That the area is covered by CCTV surveillance and pictures are recorded
- The purpose of using CCTV
- The name of the Club
- The contact telephone number or address for any enquiries

Example signs used around the Club. Some variations may be used

