

Monmouth Rowing Club	
CCTV Policy	
Adopted: January 2025	
Revision V1	

1.0. Introduction

- 1.1. The use of CCTV technology is a powerful tool enabling organisations in the UK to protect their staff, customers, members and premises. This policy outlines the acceptable use and management of CCTV systems to ensure compliance with relevant legislation and best practices.

2.0. Purpose and Scope

- 2.1. The primary purpose of CCTV is to deter crime, monitor and record activities, and provide evidence in the event of an incident. This policy applies to all CCTV systems installed and operated by Monmouth Rowing Club (MRC).

3.0. Legal Requirements

- 3.1. MRC will comply with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This includes registering CCTV systems with the Information Commissioner's Office (ICO) and paying the data protection fee.

4.0. Installation and Use

- 4.1. Placement: Cameras are placed in locations that are clearly visible to the public. At MRC we have 8 cameras, 3 are internal.
- 4.2. Signage: Clear signs are displayed to inform people that they are being recorded.
- 4.3. Access: Only authorised personnel have access to CCTV footage.
- 4.3.1. Via the signage, we "tell" people they may be recorded, usually by displaying signs, which must be clearly visible and readable
- 4.3.2. Access to the recordings is restricted to Chair, Treasurer and Digital Officer.
- 4.4. Live feeds restricted to the above, limited access may be made available on a case-by-case basis, which is to be approved by the Chair plus Treasurer.
- 4.5. Members will be able to access the Dome camera (focusing on the Club steps), via the MRC website. They will have no control over the camera.

5.0. Recording and Storage

- 5.1. Retention: CCTV footage should be retained for a specified period, typically no longer than necessary for the purpose it was collected.



5.2. Security: Footage is stored securely, to prevent unauthorised access, by our CCTV provider.

6.0. Access to Footage

6.1. Individuals have the right to request access to footage that includes images of them. Requests should be handled promptly, usually within one calendar month, and provided free of charge.

7.0. Compliance and Monitoring

7.1. Audits: Regular audits should be conducted to ensure compliance with this policy and relevant legislation.

7.2. Training: Staff responsible for operating CCTV systems should receive appropriate training.

8.0. Policy Accessibility and Review

8.1. This policy will be available online to all members and prospective members. This policy will be reviewed annually and updated as needed.

Date of most recent review: 29 Aug 2025

Date of last CCTV audit: May 2025