

Ardnacrusha Pitch and Putt Club

CCTV and Data Protection Policy

Adopted by the Committee on:

Next Review Date:

1. Purpose and Scope

The purpose of this policy is to outline how Ardnacrusha Pitch and Putt Club uses Closed Circuit Television (CCTV) systems to promote the safety and security of members, visitors, and property.

CCTV is operated in a manner consistent with the Club's duty of care, safeguarding responsibilities, and obligations under applicable data protection law, including the General Data Protection Regulation (GDPR) and the Data Protection Acts.

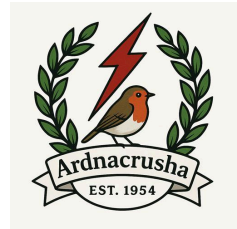
This policy applies to all CCTV systems operated on club grounds, including pitches, clubhouses, car parks, and any other club-owned or managed facilities.

2. Objectives of the CCTV System

CCTV is used by the Club for the following legitimate purposes:

- To protect the safety and welfare of members, players, volunteers, and visitors.
- To safeguard club property and prevent vandalism, theft, or anti-social behaviour.
- To assist in the investigation of incidents that occur on club premises.
- To comply with safeguarding and insurance requirements.

The system will not be used for routine monitoring of individuals' activities or any purpose unrelated to the above.



3. Management and Responsibility

- The Club Committee is responsible for the overall management of CCTV operations.
 - A designated CCTV Administrator (or Data Protection Officer) will oversee daily operation, maintenance, and data requests.
 - The Committee ensures that all operators are aware of their responsibilities under this policy and the law.
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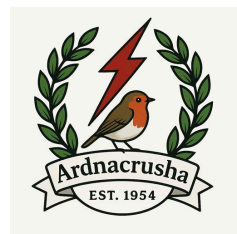
4. Operation of the System

- Cameras are positioned only where necessary for the stated purposes.
 - Cameras are not placed in areas where there is an expectation of privacy (e.g. toilets, changing rooms).
 - The system operates 24 hours a day, 7 days a week, where technically feasible.
 - Appropriate signage is displayed clearly at all entrances to the grounds and buildings, stating that CCTV recording is in operation.
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5. Storage and Retention of Footage

- Recorded images are stored securely in digital format.
 - Access to footage is restricted to authorised persons only.
 - Footage is retained for a maximum of [30 days], unless required longer for investigation or legal purposes.
 - After the retention period, images are automatically deleted or securely overwritten.
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6. Access and Disclosure



- Access to CCTV recordings will be limited to authorised personnel for legitimate purposes only.
 - Footage may be shared with law enforcement or insurers in connection with an investigation or claim.
 - No unauthorised disclosure or copying of CCTV images is permitted.
 - Individuals have the right, under GDPR, to request access to personal data relating to them captured by the CCTV system.
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7. Data Protection Principles

The Club ensures that:

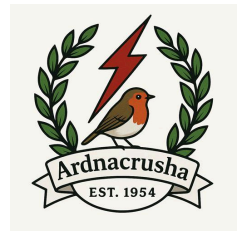
- CCTV is used fairly, lawfully, and transparently.
 - Recording is limited to necessary areas and purposes.
 - Data is kept secure and confidential.
 - Information is retained only as long as necessary.
 - All processing complies with relevant data protection legislation.
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8. Subject Access Requests

Any individual wishing to request access to CCTV footage that includes them must submit a written request to the Club Secretary or CCTV Administrator.

Requests will be handled within one month and must include sufficient information to identify the requester and the date/time of the incident.

9. Complaints and Breaches



Any complaints relating to the operation of CCTV should be directed in writing to the Club Secretary.

Suspected data breaches will be reported to the Committee immediately and managed in accordance with data protection law.

10. Review and Approval

This policy will be reviewed annually by the Committee, or sooner if:

- New CCTV systems are installed; or
- There are significant changes to data protection law or club operations.

Approved by the Committee:

Chairperson: _____

Secretary: _____

Date: _____