



CCTV Policy

South Durham Gymnastics Club
Spennymoor Leisure Centre
High Street
Spennymoor
Co.Durham
DL16 6DB

Tel: 01388 811877
Email: gym@southdurhamgym.co.uk

REVIEW PERIOD	REVIEW DATE	SIGNED
Issue Date	June 2022	Melissa Spence – Development Manager

The controller of the images and personal information captured using the CCTV covered by this notice is South Durham Gymnastics and Pink Leisurewear. The images and personal information are captured using our CCTV system for the purpose of security, crime detection, public safety and other legitimate reasons as set out in our [Privacy Policy](#).

This notice sets out how **South Durham Gymnastics & Pink Leisurewear** uses your personal information which may be recorded on our CCTV system. This notice explains how we comply with the law on data protection and what your rights are and for the purposes of data protection laws we will be the controller of any of your personal information recorded on our CCTV system.

If you have any questions about this privacy notice, please contact the Data Privacy Manager (Office Manager) on 01388 811877 or gym@southdurhamgym.co.uk.

CCTV System

The system the is in use at South Durham Gymnastics is an 8 channel Hikvision digital recorder which records onto the unit hard drive. Access to the images is secured via a user password which is only available to senior managers within the club (via the recording unit or via remote access with a password protected secured server). The footage is recorded at 1080p high definition, 24 hours a day and retained for 31 days before data is written over with new footage (on a continuous loop). Night vision capability is included on the cameras. The quality of images at 1080p is adequate for release to the police if required, depending on the distance from the camera that an incident occurs.

Cameras for the CCTV system are located in public areas within the gymnastics centre under the following legitimate interests of South Durham Gymnastics:

- Protection of the property and assets of South Durham Gymnastics and Pink Leisurewear
- Prevention and detection of crime or disorder
- Use of images where applicable within criminal proceedings
- Use of images where applicable within personal injury claims
- Public and Employee Health and Safety

Signage is in place in throughout the gymnastics centre corridors and the gymnastics hall advising that CCTV surveillance is operation. All employees, participants, visitors, and members of the public visiting the gymnastics centre are therefore aware that they are entering an area that is covered by CCTV.

1. What information may we hold / process that will relate to you?

We may collect from you video recordings and still pictures which feature you if you are in the field of vision of any of our CCTV system. This personal information may include your activities, your face, car registration details and other visual information about you which is recorded on our CCTV system.

We may also collect personal information about you if you, your representative, or a person authorised by you contacts us regarding an enquiry, complaint, or other communication.

2. What do we do with your personal information?

As the data controller we will collect personal information on our CCTV system and use it for the following purposes:

- For the prevention and detection of crime
- For evidence in any civil or criminal legal proceedings
- To assist in investigations
- For safety and security
- Dealing with any queries, complaints, or enquiries
- Retaining records

As well as being the purposes for which we use your personal information, all of the above are also legitimate reasons for us to use and store personal information relating to you which is captured on our CCTV system and legitimate interests is our legal basis for processing your personal information.

3. Who do we share your personal information with?

We share your personal information with the following parties:

- **Joint data controllers:** who may jointly operate and maintain the CCTV system with us
- **The police and other law enforcement agencies:** to carry out policing, assist investigations, trace missing people and investigate alleged criminal activities
- **The security services:** where relevant for matters of national security.
- **People who have been injured, attacked or had property damaged or stolen and their insurance providers:** to assist them with any criminal or civil investigations or legal proceedings
- **People who have been involved in road traffic accidents and their insurance providers:** to assist with insurance claims, legal claims and investigations
- **Private and other investigators:** to aid their investigations
- **Any relevant regulators:** where we are required to do so by law or to assist with their investigations or initiatives, and this includes but is not limited to the Information Commissioner's Office.

We do not disclose personal information to anyone else except as set out above unless we have your consent, or we are legally obliged to do so. We do not sell your data.

4. Transferring your personal information internationally

The personal information we collect about you is not transferred to or stored in countries outside of the UK or European Union except as set out in this section.

Our directors and other individuals working for us may in limited circumstances access personal information outside of the UK and European Union if they are on holiday abroad outside of the UK or European Union. If they do so they will be using our security measures and will be subject to their arrangements with us which are subject to English Law and the same legal protections that would apply to accessing personal data within the UK.

In limited circumstances the people to whom we may disclose personal information from our CCTV system as mentioned in section 3 above may be located outside of the UK and European Union. In these cases, we will impose any legally required protections to the personal information as required by law before it is disclosed.

If you require more details on the arrangements for any of the above, please contact the Data Privacy Manager (Office Manager) on 01388 811877 or gym@southdurhamgym.co.uk.

5. How long do we keep your personal information for?

We will keep your personal information for up to approximately 31 days after the recording was made. After this time the recording stored on the hard drive of our CCTV system will usually be overwritten. However, if we receive an enquiry about a particular recording on our CCTV we will generally then retain that part of the recording until it is no longer required. This period can vary as it will depend upon the circumstances of the case, but for criminal or civil legal proceedings this could mean that the personal information is retained until after the legal case and any appeals have been concluded, which may be many years. As soon as it is no longer required, we will then delete the personal information.

Your rights in relation to your personal information

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights may not always apply as they have specific requirements and exemptions which apply to them, and they may not apply to personal information recorded and stored in our CCTV system and other of these rights will not be relevant to personal information stored in a CCTV system.

There is no legal, contractual, or other requirement or obligation for you to provide our CCTV system with your personal information.

More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact the Data Privacy Manager (Office Manager) on 01388 811877 or gym@southdurhamgym.co.uk.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator in the European Union if you are based outside the UK or bring a claim in the courts. However, we are here to help and would encourage you to contact us to resolve your complaint first.

Suggested Review Date: After significant changes, or biennially

Reviewed By:	Melissa Spence
Date:	28/06/2022
Comments:	This policy was rewritten and reformatted (from previous version, dated 2018)
Next Suggested Review Date:	June 2024

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