

South Leeds and Morley District Scout Council CCTV Policy

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1. Purpose

This policy sets out how South Leeds and Morley District Scouts uses Closed Circuit Television (CCTV) systems in accordance with data protection legislation, including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the ICO's Surveillance Camera Code of Practice.

The purpose of CCTV use is to:

- Assist in the prevention and detection of crime.
- Enhance the security and safety of visitors, and property.
- Support the investigation of incidents or suspected unlawful activity.
- Provide evidence for law enforcement when required.

2. Scope

This policy applies to all CCTV cameras operated by South Leeds and Morley District Scouts on its premises. It applies to volunteers, contractors, visitors, and any other individuals whose images may be captured.

3. Legal Basis for Processing

CCTV footage constitutes personal data under data protection law. South Leeds and Morley District Scouts processes CCTV footage under the lawful basis of:

- **Legitimate interests** – ensuring the safety and security of people, property, and information.
- **Legal obligation** – where footage may be required by law enforcement or regulators.

4. Operation of the CCTV System

- Cameras will operate for 24 hours a day, 7 days a week, except for the reasons outlined below:
- Cameras will not record for the hours of an active booking by a site user.
- The District management team may authorise non-operation of the cameras for a specific, documented period. This could be (but not limited to) for maintenance, during temporary disruption or during a review of the CCTV system.
- Cameras are positioned to cover key public areas, entry/exit points, and high-risk zones.

- Cameras will not be used to monitor private areas such as toilets or changing rooms.
- Signs will be clearly displayed to inform individuals that CCTV is in operation.

5. Management and Access

- CCTV systems are managed by South Leeds and Morley District Scouts support team.
- Only authorised personnel have access to live feeds and recorded footage.
- Access is restricted and logged to prevent misuse.

6. Data Storage and Retention

- CCTV recordings are stored securely and protected against unauthorised access.
- Footage is retained for no longer than 30 days, unless required for an ongoing investigation, legal proceedings, or law enforcement request.
- After the retention period, footage is securely deleted.

7. Disclosure of Footage

- Footage may be shared with law enforcement agencies where necessary and lawful.
- Requests from third parties (e.g., insurance companies) will be considered on a case-by-case basis, with legal and data protection implications assessed.
- Data subjects have the right to request access to footage of themselves, subject to identification and redaction of third-party data where appropriate.

8. Individual Rights

Under UK GDPR legislation, individuals have the right to:

- Request access to their personal data (Subject Access Request).
- Request erasure, restriction, or objection to processing, where applicable.
- Lodge a complaint with the Information Commissioner's Office (ICO).

9. Review and Monitoring

- This policy will be reviewed annually to ensure continued compliance with data protection law and best practice.
- The effectiveness and necessity of CCTV will be periodically assessed.

10. Further Information and Contacts

For queries regarding this policy or for access to CCTV footage, contact:

Data Protection Officer (DPO)

Data protection officer contact details dpo@slamscouts.org.uk

Subject access requests

Subject access requests for data held by The District should be made to our data protection officer at dpo@slamscouts.org.uk

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