



CLOSED CIRCUIT TV (CCTV) Policy

Kildorrery GAA, Ladies Football & Camogie Club

Policy on CCTV Systems and Data Management

The Closed-Circuit Television System (CCTV) is installed in the grounds of Kildorrery GAA, Ladies Football & Camogie Club, hereafter referred to as the "Kildorrery GAA" under the remit of the Executive Committee..

Purpose of the Policy

The purpose of this policy is to regulate the use of CCTV and its associated technology in the monitoring of the environs of premises under the remit of the Executive Committee of Kildorrery GAA Club.

Purpose of the CCTV System

The CCTV system is installed externally in the premises for the purpose of enhancing the security of Kildorrery GAA Club and its associated equipment as well as creating a mindfulness among the occupants, at any one time, that a surveillance security system is in operation to deter bullying, crime, vandalism and theft, as an aid to Health and Safety and to the discharge of the club's duty of care within and/or in the external environs of the premises at all times..

Scope of this policy

This applies to all personnel in, and visitors to, Kildorrery GAA Club. It relates directly to the location and use of CCTV, the monitoring, recording and subsequent use of such recorded material..

General Principles

The Executive Committee of Kildorrery GAA Club, as the Club, has a statutory responsibility for the protection of the club property and equipment as well as providing a sense of security to its members, volunteers, parents/guardians, visitors, and invitees to its premises.. Kildorrery GAA Club owes a duty of care under the provision of Health, Safety and Welfare legislation and utilises CCTV systems and its associated monitoring and recording equipment as an added mode of security and surveillance

for the purpose of enhancing the quality of life in Kildorrery GAA Club by integrating the best practices governing the surveillance of the premises, including using any evidence obtained from any recordings.

The primary aim of the CCTV monitoring of Kildorrery GAA premises is to deter crime and vandalism and to assist in the protection and safety of the said property and its associated equipment and materials..

Monitoring for security purposes will be conducted in a professional, ethical, and legal manner and any diversion of the use of CCTV security technologies and personnel for other purposes is prohibited by this policy..

Information obtained through video monitoring may only be released when authorised by the Chairperson of the Executive Committee.

CCTV monitoring of public areas, for security purposes, will be conducted in a manner consistent with all existing policies adopted by the Executive Committee including the provisions set down in Equality and other Sports & Education related legislation.

Video monitoring of public areas, for security purposes, within the said establishment, is limited to areas that do not violate the reasonable expectation to privacy as defined by law.. Data from the CCTV system will be accessed and used in accordance with Data Protection Regulations.

Cameras will be positioned in the following areas:

Camera 1 - Entrance Gate

Camera 2 - Bottle/Clothes Bank

Camera 3 - Car Park, Hall Entrance, Small Pitch

Camera 4 - Car Park, Gym Entrance, Small Pitch

Camera 5 - Main Pitch, Stand, Changing Rooms

Members and parents/guardians will be informed of the location and purpose of the CCTV system as outlined above. The right to access images captured by CCTV cameras shall be in accordance with the Data Protection Acts 1988, 2003 & the General Data Protection Regulation EU/2016/679 which confer rights on individuals as well as additional responsibilities on those persons and organisations processing any personal data.

Data Protection

All personal data recorded and stored by the CCTV system is governed by the Data Protection Acts of 1998, 2003 & the General Data Protection Regulation EU/2016/679. Under the Data Protection Acts, a data controller is the individual or the legal person who controls and is responsible for the keeping and use of personal information in manual files **or** in a computerised form. The data controller in respect of images recorded and stored by the CCTV system in the club, is the Chairperson, on behalf of the Executive Committee..

The personal data recorded and stored by the CCTV system will only be available to the data controller and will be used only for the purposes outlined on the signage.

Individuals whose images are recorded and stored by the CCTV system shall have the right to request and receive a copy of personal data processed by the system. Such requests shall be made in writing to the data controller and shall be complied within a maximum of 28 days. Personal data recorded by the CCTV system shall be retained for a maximum of 30 days. Thereafter it will be deleted automatically.

The recorded footage and the monitoring equipment shall be securely stored and is only accessible to the Data Controller.

SERVICE PROVIDERS

To operate CCTV across Kildorrery GAA Club, we have appointed the service provider, Pat O Donovan Security, to provide maintenance services related to the CCTV system. The service provider will act only on our instructions and on our behalf for the purposes listed above. We require the service provider to safeguard the privacy and security of Personal Data they process on our behalf.

Requests of disclosure by third parties

No images from our CCTV cameras will be disclosed to any third party (other than our third- party CCTV maintenance service provider), without express permission being given by the Chairperson of the Executive Committee and will only be disclosed to a third party in accordance with Data Protection Laws..

The following procedures shall be followed in the event that An Garda Síochána seeks to view or take a copy of CCTV footage from the club's CCTV systems:

1. The data controller shall satisfy himself/herself that there is an investigation underway.
2. A request from An Garda Síochána must be made in writing on Garda headed notepaper. All CCTV systems and associated equipment will be required to be compliant with this policy.

Responsibilities:

The Executive Committee will:

- Ensure that a policy is in place, compliant with relevant legislation, to govern the use of CCTV in the club.
- Ensure this policy is reviewed regularly by the Executive Committee.

The Chairperson will:

Act as Data Controller on behalf of the Executive Committee.

Ensure that the use of the CCTV system is used in accordance with the policy set down by the Executive Committee.

Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within the club grounds.

Ensure that all CCTV monitoring systems are compliant with this policy.

Be responsible for the release of any information or material in compliance with this policy.

Maintain a record of the release of any material recorded or stored on this system.

Provide a list of the CCTV cameras, their locations and the associated monitoring equipment and the capabilities of such equipment to the Executive Committee for formal approval.

Approve the location of temporary cameras to be used during special events that have particular security requirements and ensure their withdrawal following such events.

Ensure that all areas being monitored are not in breach of a reasonable expectation of the privacy of individuals within the club.

Advise the Executive Committee to ensure that adequate signage, at appropriate and prominent locations, is displayed.

Ensure that external cameras are not intrusive in terms of their positions and views of residential housing and comply with the principle of reasonable expectation of privacy".

Ensure that recorded material is retained for a period not longer than 30 days and will be erased unless required as part of a criminal investigation or court proceedings, criminal or civil, or other bona fide use as approved by the Executive Committee.

Ensure that monitors are stored in a secure place with access by authorised personnel only.

Communication

This policy will be available for view by all club members.

Participation & Review

This policy was approved by the Club Executive Committee on _____ 2024 and will be reviewed on an annual basis..

Signed by: _____

Data Controller

Date: