



THE ACADEMY OF
GYMNASTICS

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Portishead Bristol BS20 7AY

Tel: 01275 840077

Website: www.thegymacademy.co.uk

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CCTV Policy

Introduction

This document sets out the appropriate actions and procedures, which must be followed to comply with Data Protection Legislation in respect of the use of CCTV (closed circuit television) surveillance systems managed by The Academy of Gymnastics.

This policy takes due regard of:

- The Data Protection Act 2018
- The CCTV Code of Practice (Revised edition 2017) produced by the Information Commissioners Office
- The Human Rights Act 1998
- The Regulation of Investigatory Powers Act 2000.

This policy provides details about the CCTV and the images being captured as part of its operations including employees of The Academy of Gymnastics, coaches at the club (voluntary or paid), gymnasts, volunteers, visitors and all other persons whose image(s) may be captured by the system.

Purpose

The purpose of The Academy's CCTV scheme is for the:

- Protection of The Academy's property and assets
- Prevention or detection of crime or disorder
- Apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings)
- Interest of public and employee Health and Safety
- Protection of public health.

ACADEMY OF GYMNASTICS CLUB LTD Private company Ltd by Guarantee

Registered in England & Wales – Company Number 04454506

Registered address – 1 Harbourmead, Harbour Road, Portishead, BS207AY



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Process

There are eleven cameras sited on site. They are in the:

- Entrance Foyer
- Café Seating Area
- Café Kitchen
- Upstairs Landing
- Main Gymnasium x 3
- Ruby Room x 2
- Car Park x 2

The recording is continuous and automatic. We have permanent signage in our foyer and carpark which indicates that CCTV recording is in place.

The recordings are kept securely for 7 days after which they are overwritten. Only authorised staff have access to the images recorded. When The Academy becomes aware of an incident, the recording for the respective time period will be retained for investigative purposes and only destroyed when the investigation is completed.

To ensure the recordings made by the cameras is accurate and the cameras are working correctly, the system is reviewed and checked for accuracy once each month. Records of these checks will be retained for a period of 3 months.

Image Disclosure - Disclosure of image(s) to third parties

Images will only be disclosed to third parties as part of a Police investigation. A formal written request from the police must be made along with a record of all actions.

Access to CCTV images will not normally be allowed to individuals. Should an individual wish to request access to their image, this request should be made in writing to the Directors, who will respond to the request within a calendar month.

Reviewed October 2021

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