

La Bailloterie **CAMPING**

CCTV Policy

All persons using the site are expected to be aware of the following policy:-

Introduction

1. The purpose of this policy is to regulate the management and operation of the Closed Circuit Television Systems at La Bailloterie Campsite. It also serves as a notice and a guide to data subjects (including staff and campers) regarding their rights in relation to personal data recorded via the CCTV system (the System).
2. The System is administered and managed by the Campsite, who act as the Data Controller. This policy will be subject to review from time to time, and should be read with reference to the La Bailloterie Data Protection Policy.

Camera Locations

1. All fixed cameras are in plain sight on the campsite and the campsite does not routinely use CCTV for covert monitoring or monitoring of private property outside the campsite grounds.
2. At present, cameras are located in the;
 - The Retreat
 - Barn

Purpose

1. The campsite's purposes of using the CCTV system are set out below and, having fully considered the privacy rights of individuals, the campsite believes these purposes are all in its legitimate interests. Data captured for the purposes below will not be used for any commercial purpose.

Objectives of the System

1. To protect campers, staff and members of the public with regard to their personal safety.
2. To protect the campsite buildings and equipment, and the personal property of campers, staff and members of the public.
3. To support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders.
4. To monitor the security and integrity of the campsite and deliveries and arrivals.

Positioning

1. Locations have been selected that the campsite reasonably believes require monitoring to address the stated objectives.
2. Signage has been placed in prominent positions to inform staff and campers that they are entering a monitored area.
3. No images will be captured from areas in which individuals would have a heightened expectation of privacy, including changing and washroom facilities.

Maintenance

1. The CCTV System will be operational 24 hours a day, every day of the year.
2. The System Manager (defined below) will check and confirm that the System is properly recording and that cameras are functioning correctly, on a regular basis.
3. The System will be checked and (to the extent necessary) serviced no less than annually.

Access to the System

1. Images will be viewed and/or monitored in a suitably secure and private area to minimise the likelihood of or opportunity for access by unauthorised persons.

Storage of Data

1. The day-to-day management of images will be the responsibility of the IT Manager who will act as the System Manager.
2. Images will be stored for 90 Days and automatically over-written unless the campsite considers it reasonably necessary for the pursuit of the objectives outlined above, or if lawfully required by an appropriate third party such as the police or border agency.

Access to Images

1. Access to stored CCTV images will only be given to authorised persons, under the supervision of the Owners and System manager, in pursuance of the above objectives (or if there is some other overriding and lawful reason to grant such access).
2. Individuals also have the right to access personal data the campsite holds on them, including information held on the System, if it has been kept. The campsite will require specific details including at least to time, date and camera location before it can properly respond to any such requests. This right is subject to certain exemptions from access, including in some circumstances where others are identifiable.
3. The System Manager must satisfy themselves of the identity of any person wishing to view stored images or access the system and the legitimacy of the request. The following are examples of when the System Manager may authorise access to CCTV images:
 - Where required to do so by the Police or some relevant statutory authority;
 - Following suspected criminal behaviour;
 - To assist the campsite in establishing facts in cases of unacceptable camper behaviour;
 - To the campsite's insurance company where required in order to pursue a claim for damage done to insured property; or
 - In any other circumstances required under law or regulation.

Data Export

1. Data is exported to the Police when they "compel" the campsite to do so as part of a Police investigation, and they provide a receipt note which makes clear their responsibility for handling the data in accordance with the Data Protection Law.