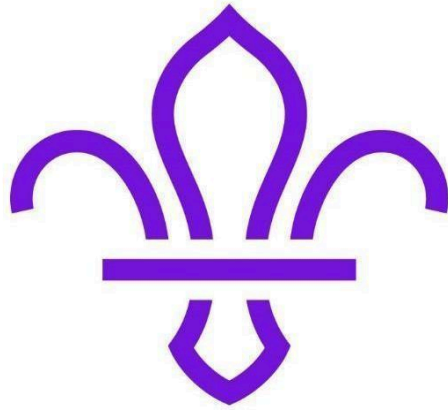




Scouts

1st Cowplain

CCTV Policy

Ref number:	V12025	Revision number:	001	Prepared by:	Laura Osbaldesto n GLV
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1. Purpose & Scope

The CCTV system is installed solely to enhance the external security of the premises and to deter/detect criminal activity such as vandalism or unauthorised access. This system does not cover internal areas or side walkways.

2. Location and Coverage

CCTV cameras are installed **only in selected external areas** of the premises. The coverage has been assessed to ensure it is proportionate, necessary, and avoids unnecessary intrusion.

Location	Coverage Purpose	Privacy Considerations
Front Camera covers: 1) Main entrance gate / driveway 2) Front façade of the main building	Monitor and record vehicles and individuals entering or exiting the premises Deter unauthorised access to the building and monitor key external entry points	Camera is angled to avoid capturing neighbouring properties or public street Camera tilt avoids windows of nearby buildings or homes
Rear Camera covers: Rear fence line (external boundary only)	Detect possible attempts to breach perimeter security from the rear	Camera view restricted to fence line; does not any adjacent properties

2. Signage

Prominent signs are displayed at:

- Front gate pedestrian access**
- Front of building near entry door**
- Rear of the building on the door**
- Rear of the building on the left wall (centre)**

Signage includes:

- "CCTV in Operation"
- Contact details: enquiries@1stcowplainscoutgroup.org

Signage complies with the Information Commissioners Office requirements for transparency and is positioned to ensure awareness before entering any monitored area.

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4. Retention and Storage

All CCTV footage is **automatically deleted after 7 days**, unless an incident requires footage to be retained longer.

Footage is stored securely with restricted access:

- Stored in adequately secured cloud server with access via a **password-protected application**. Accessible by Group Lead Volunteers only.

5. Access and Disclosure

- **Designated Access Holders:** Only Group Lead Volunteer/s may access recorded footage. Team Leads can access live footage using Alexa Echo Show device only when confirming who has rung the doorbell.
- Requests for footage must:
 - Be in writing
 - Provide sufficient details to identify the time/date and reason
- **Subject Access Requests (SARs):** Individuals may request footage of themselves. The Group will redact or mask third-party individuals if required.
- **Disclosure to third parties:** (e.g. Police) only with appropriate authorisation and logged internally.

6. Roles and Responsibilities

CCTV Responsible Person: Libby Mitchell/Laura Osbaldeston Group Lead Volunteers

- Oversees operation and compliance
- Ensures proper signage and notices are in place
- Reviews footage requests and handles access logs
- Coordinates with Trustees for maintenance and incident reporting

7. Proportionality and Justification

- CCTV is used **only where necessary**, for security of external areas.
- No internal spaces or unnecessary areas (e.g. side paths, internal areas) are covered.

The system will be reviewed periodically to ensure:

- Coverage is still necessary and effective

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CCTV Policy

- Signage is accurate
 - Retention policy is being followed
 - No additional areas are captured accidentally
-

8. Data Protection Compliance

CCTV usage is compliant with:

- UK GDPR
- Data Protection Act
- Information Commissioners Office guidance:
<https://ico.org.uk/for-organisations/advice-for-small-organisations/cctv-and-dashcams/cctv-for-your-organisation-things-you-need-to-do/>

The group maintains a record of:

- Justification for CCTV
 - Camera locations and coverage
 - Roles with access
 - Incident logs and requests
-

9. Review

This policy will be:

- Reviewed every two years, or

Immediately if:

- A complaint is received
 - A data breach occurs
 - Cameras are moved, added, or replaced
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