



Leigh on Sea Sailing Club

Video Recording Policy and Procedures

Document Control

Version 1.0 released December 2025. To be reviewed December 2030.

Purpose of this document

The purpose of this document is to detail the policies, scope and controls applicable to the use of Video Recording CCTV on the premises of Leigh on Sea Sailing Club Ltd (the Club)

Use and siting of CCTV recording equipment

CCTV recording equipment and associated storage is used for the following purposes:

- Apparent and Visible security to deter theft, unauthorized access and vandalism from Club premises, Club property and member's property stored on Club premises

The Club runs a licenced bar for members, their guests and other approved functions. The function rooms and terrace can be viewed from public spaces and therefore it is clear that valuable stock is likely to be held on the premises. Attempted access to Club premises have been made.

The Club is closed and unoccupied for long periods of time during the week. This is fairly obvious to anyone passing by and has attracted vandalism both in the Club building and to sailing craft and equipment stored in an attached fenced compound.

The Club has restricted access (by a locked barrier) to a promenade which is used for car parking and storage of craft and trailers. Members of the Public have uncontrolled access to this space and damage has occurred to stored items (such as boat trailers) and break ins to stored craft.

- Live Streaming Video allows real time monitoring to anyone accessing the Club website (open to all) of craft in an attached compound

Valuable sailing craft and equipment are stored in a fenced compound attached to the Club. These are open to the elements and risk potential damage from high winds and tides. Loose items can be blown onto the neighbouring railway. Members living nearby can quickly attend to any problems.



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- Live Streaming Video allows anyone accessing the Club web site (open to all) to check the state of the tide

Leigh on Sea has reasonably tight times when it is possible to access the sea due to tides. Although tide times are predictable they are considerably impacted by wind strength and direction and atmospheric pressure. The use of real time video allows people to assess whether the tide is early, late or some instances unusable before leaving home.

- Recorded and stored data from all CCTV can be reviewed by a restricted number of Committee members to identify persons attempting or gaining unauthorised access, behaving inappropriately or committing illegal activity.

CCTV equipment is located as follows:

- Entrance vestibule
- Either end of main corridor
- Immediate Bar area including till
- Under side decking to view Bird Cage compound. Immediate parking, beach and tidal area.

Legitimate Interest Assessment (LIA) Overview

An informal review of the Information Commissioners Office template suggests that a formal LIA process is not required.

However the relevant observations and conclusions are noted below.

- The CCTV is installed and associated data processed to significantly and uniquely enhance the existing physical security already in place;
- Live streaming supports real time protective action that can be taken at times of extreme weather;
- Live streaming supports decision making;
- No third parties benefit from the data;
- Relevant guidance is followed;
- No impact is envisaged on people acting legitimately in nearby public spaces and no objections are anticipated;



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- The Club are the obvious operators of the equipment and contact information is readily available from the Club website.

Signage

Standard, commercially available signage is in place. The cameras are clearly operated by the Club and therefore signage doesn't require operator details.

Responsibility for CCTV system

The CCTV and Webcam systems are the sole responsibility of the Club. Contracts are in place with the following for webcam including streaming and 48 hour rolling data retention:

Camsecure
67 Ludlow Close
Willsbridge
Bristol
BS30 6HA

CCTV
Eastern Security Ltd
10 Bircham Road
Southend on Sea
SS2 5DN

Policy and Procedures

This document is the sole source of the Policy and Procedures associated with CCTV.

Access to stored and live stream data

Review of stored data is restricted to the following nominated Club Committee positions:

- All current Committee members.

Data Security & Retention



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The four internal cameras hold recorded data locally for a rolling 30 days. This is considered a reasonable period as checks on bar stock and retained cash are completed infrequently.

The external web streaming camera data is held by the Supplier for a rolling 48 hours. Data is held in line with their internal policies.

Recorded and stored data from all CCTV can be reviewed by a restricted number of Committee members to identify persons attempting or gaining unauthorised access, behaving inappropriately or committing illegal activity.

Specialist Technology

No specialist technology such as Facial Recognition or ANPR have been deployed.

Audio recording is not made.

Attachments

1. Checklist for limited CCTV systems



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Attachment 1

Checklist for limited CCTV systems

This CCTV system and the images produced by it are controlled by: Leigh on Sea Sailing Club.

who is responsible for how the system is used under the UK GDPR and Data Protection Act 2018.

We (Leigh on Sea sailing Club) have considered the need for using CCTV and have decided it is necessary for the prevention and detection of crime and for protecting the safety of individuals, or the security of premises. We will not use the system for any incompatible purposes and we conduct regular reviews of our use of CCTV to ensure that it is still necessary and proportionate.

Checked (Date)	By	
If our system is processing footage of identifiable individuals and is processing personal data, we have registered as a controller and <u>submitted a relevant data protection fee</u> to the Information Commissioner's Office (ICO). We have also recorded the next renewal date.	Yes	
There is a named individual who is responsible for the operation of the system.	Current Committee members	
Prior to processing we have clearly defined the problem we are trying to address. We	Yes. See Policy document	



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regularly review our decision to use a surveillance system.		
We have identified and documented an appropriate <u>lawful basis</u> for using the system, taking into consideration Article(s) 6, 9 and 10 of the UK GDPR and relevant Schedules of the DPA 2018.	See Policy Document	
Our system produces clear images which we can easily disclose to authorised third parties. For example when law enforcement bodies (usually the police) require access to investigate a crime.	Yes	
We have positioned cameras in a way to avoid any unintentional capture of private land or individuals not visiting the premises.	Yes	
There are visible signs showing that CCTV is in operation. Contact details are displayed on the sign(s) if it is not obvious who is responsible for the system.	Yes	
We securely store images from this system for a defined period and only a limited number of authorised individuals may have access to them.	Yes	
Our organisation knows how to respond to individuals making requests for copies of their own images, or for images to be erased or restricted. If unsure the controller knows to seek advice and <u>guidance</u> from the Information Commissioner's Office (ICO) as soon as a request is made.	Yes	



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Please keep this checklist in a safe place until the date of the next review.