



LAKENHEATH PLAYING FIELD ASSOCIATION

Closed Circuit Television (CCTV) Policy

Closed Circuit Television (CCTV) is in use across the Lakenheath Playing Fields site and inside Lakenheath Pavilion. The system is installed with the intention of crime prevention, access monitoring, and for the safety of all users of Lakenheath Playing Fields and Lakenheath Pavilion.

Users of Lakenheath Playing Fields and Lakenheath Pavilion should expect that all areas are covered by CCTV, except for areas that privacy is expected (eg, changing rooms, toilets, etc). Users are informed of the usage of CCTV via signage around the site.

This policy applies to all CCTV cameras installed by the Lakenheath Playing Field Association.

Any CCTV cameras installed by hirers of the facilities, where agreed with the Lakenheath Playing Field Association, are not the responsibility of the Lakenheath Playing Field Association. Instead, you should contact the relevant organisation for their own policy on their CCTV installation. These installations and organisations are listed below:

ORGANISATION	LOCATION	CONTACT
Lakenheath Little Fishes	Lakenheath Little Fishes: #3 cameras installed to the rear of the Lakenheath Pavilion building covering the Lakenheath Little Fishes play garden.	Sherri Butcher 07544 579001 lakenheathlittlefishes@gmail.com

CAPTURING OF CCTV FOOTAGE

CCTV video footage is captured by our cameras when motion is detected. Footage is then saved to a hard drive for approximately 14 days. The length of time footage is saved for is approximate, as our system overwrites the oldest footage as space is required for new footage to be saved.

Only video is captured by our cameras. Audio is not captured.



Eriswell Road, IP27 9AF



lakenheathplayingfields.org



secretary@lakenheathplayingfields.org

ACCESS TO CCTV FOOTAGE

Only our Data Protection Officer (DPO) has access to recorded and saved CCTV footage. Saved footage is only accessed and reviewed if a situation warrants this inline with the purpose of the installation. Examples include:

- Reviewing footage of an instance of criminal activity
- Reviewing footage of unauthorised access to the site facilities (including Lakenheath Pavilion)

In some exceptional circumstances, where a decision is required, footage may be extracted from the system by our DPO, and reviewed by committee members and trustees of the Lakenheath Playing Field Association. In these instances, footage may be kept for longer than the length of time specified in the Capturing of CCTV Footage section.

The Lakenheath Playing Field Association may be required to provide footage to authorities (eg, Police) in some instances. The Lakenheath Playing Field Association will comply with these requests. In these instances, footage may be kept for longer than the length of time specified in the Capturing of CCTV Footage section.

The system has a live monitoring point within the bar area of Lakenheath Pavilion. This monitoring point only shows live monitoring unless accessed with a username and password (only available to the DPO). Due to this, Lakenheath Pavilion staff can view live footage of the site, but not saved footage.

YOUR RIGHTS

Individuals have the right to access their personal data, which includes CCTV footage. All requests must be made by emailing **privacy@lakenheathplayingfields.org**. Requests must include a valid form of photographic identification to enable an individual to be identified.

Only data of those individuals making the request can be released. Where recorded footage contains the data of other third parties, this footage cannot be released as this would breach the privacy of the third parties in question.

In line with UK GDPR guidance from the Information Commissioner's Office, the Lakenheath Playing Field Association may charge a reasonable fee for, or refuse, manifestly unfounded or excessive requests.



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ASSOCIATION

Page 2 of 4

CONTACT INFORMATION

You can contact our Data Protection Officer at:

**FAO Data Protection Officer
Lakenheath Playing Fields Association
Lakenheath Pavilion
Eriswell Road
Lakenheath
Suffolk
IP27 9AF**

Email: privacy@lakenheathplayingfields.org

RIGHT TO COMPLAIN

You can contact the Information Commissioner's Office at:

**Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF**

Telephone: **0303 123 113** or **01625 545745**

Website: ico.org.uk

CHANGES TO THIS POLICY

The latest version of this policy can be found on our website at:

<https://lakenheathplayingfields.org/policies/>

Changes to this policy will be noted in the [Version Control](#) section of this policy.



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**LAKENHEATH PLAYING FIELD
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Page **3** of **4**

VERSION CONTROL

VERSION #	DATE	NOTES / CHANGES
V1.0 (Current)	18/05/2024	Initial version of this policy was published.



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