

# THE KILMARNOCK LEISURE CENTRE TRUST T/A THE GALLEON CENTRE

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Trust Established 1985



## CCTV CODE OF PRACTICE

This code provides good practice advice for those involved in operating CCTV in the Galleon Centre. It covers the record images of individuals and information derived from those images that relates to individuals (i.e Vehicle Registration Plate).

The Kilmarnock Leisure Centre Trust have considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of customers. It will not be used for other purposes.

The basic legal requirement is to comply with the Data Protection Act (DPA). The recommendations in this code are all based on legally enforceable data protection principles covered by the Information Commissioner and they have been set out to follow the lifestyle and practical operation of CCTV.

Following the following recommendations will:

- Help ensure that those capturing individuals comply with the DPA
- Mean that the images that are captured are usable; and
- Reassure those whose images are being captured

### **Disclosure**

Disclosure of images from our CCTV system must be controlled and consistent with the purpose for which the system was established. For example our system is established to help prevent and detect crime it will be appropriate to disclose images to the police or any other law enforcement agency.

Any other requests for images to be disclosed must be approached with care and further information from a more senior member of the Galleon management should be sought.

### **Retention**

The Galleon Centre has no specific minimum or maximum retention periods which apply to our systems or footage. We will not however keep images any longer that it is strictly necessary to meet our purpose. On occasion we may need to retain images for a longer period to assist a law enforcement body in investigating a crime, this is to give them opportunity to view the images as art of an active investigation.

### **CCTV Signage**

The Galleon Centre uses CCTV signs to inform the general public that they are in use and why.