

CCTV Procedures For Regional Lifeboat, Lifeguard, Retail and Other Premises

All premises that have a CCTV system installed must adhere to the following procedure. This will ensure compliance with the overall Organisational Policy.

1. Usage

- 1.1. CCTV images are recorded for the purpose of the prevention and detection of crime only.
- 1.2. Please see Web Camera guidance where a 'Live stream' only is used as different guidance applies. ie. There is no recorded data.

2. Procurement & Installation

- 2.1. Any requests for a new system should be regionally approved by the sites Area Lifesaving Manager (ALM), Regional Lifeguard Lead (RLgL) or Retail Lead/Community Manager (CM) in consultation with the Regional Estates Manager and team who will then manage installation.
- 2.2. Any request for a new webcam should be raised via the IT Self Service Portal using the Webcam Ticket.
- 2.3. No site should accept a free or donated CCTV system.
- 2.4. All CCTV installations must have appropriate signage in relevant areas. See Appendix A CCTV Signage Guide. The Regional Support Team (RST) can assist in procuring signage where required.
- 2.5. Upon installation a CCTV access log (Appendix B) shall be generated and top section completed. This shall then be loaded onto the sites ZMY Station folder (Lifeboats) or be retained by the site management (Retail/Lifeguards).
- 2.6. Where there are questions over the compliance of current installations the Regional Estates Manager shall be consulted.

3. Roles & Responsibilities

- 3.1. The table below shows where responsibilities lie for this procedure at regional locations.
- 3.2. **Management Oversight** – Are responsible for ensuring that all the requirements of this procedure are in place and adhered to. Non-Compliance should be noted in Line 2 declarations (where applicable).
- 3.3. **Responsible Person** – Are responsible for having all the documentation and practices required of this procedure in place with the support of Management oversight and

broader regional team. They are responsible for the day to day management of data storage and access.

- 3.4. **Authorised Deputy** – Are responsible for acting as the Responsible Person in their absence. There shall be no more than two.
- 3.5. Each installation must have a named responsible individual administrating the system with at least one secondary user to cover absence/sickness. There should be no more than 3 individuals with access to this data.

	Management Oversight	Responsible Person	Authorised Deputy
Retail Premises	Retail Lead & Community Manager	Volunteer Shop Manager	By local agreement
Lifeboat Station	Area Lifesaving Manager	Lifeboat Operations Manager / FTLBC / Station Manager	By local agreement
Lifeguard Unit	Regional Lifeguard Lead	Lead Lifeguard Supervisor	By local agreement

4. Data Retention & Access

- 4.1. Only those recorded on the CCTV log as being the Responsible Person or Authorised Deputies shall have access to CCTV recording data.
- 4.2. All recordings must be retained for a maximum of 31 days unless required to fulfil a request from a law enforcement body.
- 4.3. If retained for law enforcement purposes data must be deleted as soon as this purpose is fulfilled.
- 4.4. Recordings must only be reviewed in the event of an incident. Those who are Management Oversight shall always be informed in this event.
- 4.5. Recordings will only be shared with bodies with statutory powers to make such a request e.g. Police Force.
- 4.6. Any requests received for access to CCTV images must be forwarded to the Data Protection Team for action. Contact data_protection@rnli.org.uk
- 4.7. Recordings must not be shared for any other purpose.
- 4.8. Any access to recordings must be recorded on the CCTV access log – see Appendix B
- 4.9. Where there are questions over the compliance of how existing systems data is managed please contact data_protection@rnli.org.uk

Appendix A – CCTV Signage Guide

Where to Place CCTV Signs

1. Place 1 main sign by any external camera- this sign will be the one displaying public safety/crime and prevention & contact details (for any subject access requests)
2. Try to cover every main area of the station e.g. a sign on the entrance where the camera is, a sign on the back of the building and one inside (if there are cameras in there too).

Ordering the signage:

Required signage can be ordered through the Regional Support Team (RST) where they are required. Any expenditure should be placed against the Lifeboat Station, Support Center or relevant departmental budget (ie. Retail).

The specific signage that should be used is below:

Primary Signage: <https://www.safetysigns4less.co.uk/Safety-Signs/Hazard-Specific-Signs/Vehicle-Safety-Signs/These-Premises-Are-Monitored-By-CCTV-Portrait> (300 x 400 mm, 1mm Rigid Plastic)

Secondary Signage: <https://www.safetysigns4less.co.uk/Safety-Signs/Hazard-Specific-Signs/Vehicle-Safety-Signs/24-Hour-CCTV-In-Operation-Portrait> (200 x 300 mm, 1mm Rigid Plastic)



