

## **CCTV Privacy Notice – Forth Cruising Club**

### **1. Purpose of CCTV**

Closed-circuit television (CCTV) operates on our premises to:

- Help keep members' boats and equipment secure
- Deter and detect theft, vandalism, and unauthorised access
- Support the safety of members, visitors, and the public who may pass through the site

The system is **not** used for monitoring staff, members' behaviour, or for any automated decision-making.

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### **2. Data Controller**

**Address:** Forth Cruising Club

**Email:** forthcruisingclub.secretary@gmail.com

**Phone:**

The club is the **Data Controller** for all CCTV footage captured on site.

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### **3. Lawful Basis for Processing**

We process CCTV footage under the GDPR lawful basis of **Legitimate Interests**. Our legitimate interest is the **protection of property, prevention of crime**, and **maintenance of a safe environment** for members, visitors, and the public.

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### **4. Areas Covered by CCTV**

Cameras cover:

- Boat storage areas
- Clubhouse entrances and external access points
- Car park and slipway areas
- Public walk-through paths within club grounds

Cameras **do not** record inside changing rooms, toilets, or other private areas.

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## 5. How Long We Keep Footage

CCTV footage is normally retained for **30 days**.  
Footage may be kept longer if it is required for:

- An ongoing investigation
  - A request from Police Scotland
  - Insurance or legal purposes
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## 6. Who We Share Footage With

Footage may be shared with:

- **Police Scotland** for the investigation of crime
- **Insurance companies** where relevant to a claim
- **Authorised committee members** responsible for security and safeguarding club assets

We do **not** share footage with third parties for marketing or commercial purposes.

## 7. Data Processors

We do not use external data processors for CCTV footage.

## 8. International Transfers

We do **not** transfer CCTV footage outside the UK. If this ever changes, we will update this notice and ensure appropriate safeguards are in place.

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## 9. How Footage Is Stored and Protected

- Footage is stored securely on **password-protected** and **access-controlled** systems
  - Only authorised committee members have access
  - Systems are maintained to prevent unauthorised access, alteration, or deletion
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## 10. Your Rights

Under GDPR, individuals have the right to:

- Request access to CCTV footage in which they appear
- Request correction or deletion of personal data (where applicable)
- Object to processing based on legitimate interests
- Lodge a complaint with the **Information Commissioner's Office (ICO)**

Requests should be sent to [forthcruisingclub.secretary@gmail.com](mailto:forthcruisingclub.secretary@gmail.com).

We may need information to help identify you in the footage and may refuse requests where:

- Footage includes other identifiable individuals
  - Disclosure would compromise security or an ongoing investigation
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## 11. Signage

Clear CCTV signage is displayed at all entry points to the site, stating:

- That CCTV is in operation
  - The purpose (security and crime prevention)
  - The club's contact details
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## 12. Contact for Data Protection Queries

For any questions about this notice or your data rights, contact:

**Forth Cruising Club**

**Email:** [forthcruisingclub.secretary@gmail.com](mailto:forthcruisingclub.secretary@gmail.com)

**Address:** Forth Cruising Club, 40 Brucehaven Road, Limekilns, Fife. KY113JR