



STEVENAGE FOOTBALL CLUB

CCTV Policy



#WEARESTEVENAGE

CCTV Policy

INTERNAL / EXTERNAL

Date of Last Review	1 st March 2023
Review Undertaken By	Mike Pink – Chief Executive Officer (CEO)
Policy Overview	
Our CCTV Policy provides all stakeholders with details of how the Club manages data in line with the General Data Protection Regulations (GDPR).	
Contents	
<ul style="list-style-type: none">- General Policy (Summary)- Image Capture- Request to View Data	
Appendices	
<ul style="list-style-type: none">• Government Guidelines	
Referenced Policies	
<ul style="list-style-type: none">• None	

General Policy (Summary)

The Club operates CCTV on the premises for the primary purpose of preventing crime and disorder as well as promoting wider general safety at events held at the Stadium. Whilst the focus of the Club is, naturally, football there are a wide variety of other types of events and functions that are held on all or a part of the premises.

CCTV is used, in conjunction with other measures, to aid the propagation and delivery of a secure and safe environment – for customers and staff.

The secondary purpose of CCTV is outside of events – to secure the Stadium when unattended and not in use and assist in the prevention of crime and disorder.

CCTV can be further used to aid the identification and prosecution of offenders when crime and/ or disorder occurs.

The linked English Football League (EFL) ground regulations in respect of CCTV use and imagery issues/ rights should also be noted.

Image Capture

All requests for the release of images (data) will go through the Chief Executive Officer (Data Officer) or the Club Safety Officer or their nominated representative and can be made via info@stevenagefc.com. The Club has an existing Information Sharing Agreement (ISA) with Hertfordshire Constabulary to facilitate the prompt and appropriate sharing of images and data as part of the Clubs commitment to crime prevention and public safety.

Request to View Data

Requests to view data generated by a CCTV system are likely to be made by third parties for any one or more of the following purposes;

- providing evidence in criminal proceedings
- the prevention of crime
- the investigation and detection of crime (including identification of offenders)
- identification of witnesses

Third parties, which are required to show adequate grounds for disclosure of data within the above criteria, may include, but are not limited to:

- police (ISA provisions may apply)

- statutory authorities with powers to prosecute, for example Customs and Excise, Trading Standards
- solicitors
- claimants in civil proceedings
- accused persons or defendants in criminal proceedings

Upon receipt from a third party of a bona fide request for the release of images (data), the Club shall:

- Not unduly obstruct a third party investigation to verify the existence of relevant data
- Ensure the retention of data which may be relevant to a request, but which may be pending application for, or the issue of, a court order or subpoena. A time limit shall be imposed on such retention, which will be notified at the time of the request

Where requests fall outside the terms of disclosure and Subject Access legislation, the Club shall:

- Be satisfied that there is no connection with any existing data held by the police in connection with the same investigation
- Treat all such enquiries with strict confidentiality

Appendix A

Government Advice – Securing CCTV

You have the right to request CCTV footage of yourself. Anybody who has been caught on camera has the right to see the footage, in which they are identifiable, subject to certain provisions. Under the 2018 Data Protection Act (GDPR), they are permitted to do this by submitting a subject access request for the relevant personal data.

You need to make a request to the owner of the CCTV system. You can do this either in writing or verbally. The owner's details are usually written on a sign attached to the camera, unless the owner is obvious (like a shop).

Tell them you're requesting information held about you under data protection law. The Information Commissioner's Office (ICO) has guidance about [getting copies of your personal data](#).

Provide information to help the owner identify you, for example:

- a specific date and time
- proof of your identity
- a description of yourself

The CCTV owner must usually provide the footage free of charge within 1 calendar month. Most CCTV footage is deleted 30 days after it's recorded.

The CCTV owner might not be allowed to share any footage if:

- other people can be seen in it
- they're not able to edit out people to protect their identity

The CCTV owner can invite you to a viewing of the footage if:

- they're unable to provide you with the footage itself
- you agree to that arrangement

They can refuse your request if sharing the footage could put an ongoing criminal investigation at risk.