Newcastle West End FC
CCTV Policy and Code of Conduct.

This policy will be used by the following partner groups Newcastle West End Football Club, Cowgate Cricket Club and Newcastle West End Sport Community Association (Registered Charity 1196733 all of which operate and provide activities from the same venue and facilities namely McKendrick Villas Cowgate NE5 3AB.

CCTV is installed at McKendrick Villas, Cameras are located at various places on the premises and images from the cameras are recorded digitally and then automatically recorded over after approximately one month. This document details the policy and procedures used to control the management, operation, use and confidentiality of the CCTV system.

Purpose & Objectives

The purposes and objectives of the CCTV system are:

- to maintain the security of the premises
- to deter, detect and prevent crime, vandalism and anti-social behaviour
- to provide a safe and secure environment for volunteers, staff, hirers, visitors and contractors
- to assist Law Enforcement Agencies to carry out their lawful duties.

This use of CCTV falls within the scope of The Data Protection Act 2018 and The General Data Protection Regulation 2018. This complies with the Information Commissioner's Office ("ICO") CCTV Code of Practice (https://ico.org.uk/media/1542/cctv-code-of-practice.pdf) to ensure that it is used responsibly.

Warning Signs

CCTV warning signs are clearly and prominently displayed around the facilities including Main Gate, External walls of the building, Entrance Door, outside of the front door of the Clubhouse, in the Clubhouse corridor, and within the main hall. The details of the "Data Controller" who has responsibility for the system is listed on the notice board in the corridor.

Siting the Cameras and Coverage

The planning and design have endeavoured to ensure that the CCTV system gives maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Cameras have been sited carefully so that they only capture images relevant to the purposes for which they are installed (described in "Purpose" above) and care has been taken to ensure that reasonable privacy expectations are not violated. Every effort has been made to position cameras so that their coverage is restricted to the premises at McKendrick Villas Clubhouse and Sports Areas.

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The cameras are sited on the roof of the Clubhouse looking towards the cricket boundary and hut, the batting cage and equipment, The Football pitch and storage area of Goalposts, the car park, above the Main Entrance Door overlooking the outside of the premises clubhouse on both sides of the building and the immediate grassed area including the storage containers. The areas covered inside include the entrance area, the main clubhouse hall, the kitchen, the corridor, the office and the boardroom.

Storage and Retention of CCTV images

Recorded data is stored automatically for up to 28 days with only the system installer and qualified person having access. Recorded data will be stored in a way that ensures the security and integrity of the image and allows specific times and dates to be identified.

Normally, recorded data will not be retained for longer than 28 days. On occasion, images may need to be retained longer where, for example, an incident has been identified or a Subject Access Request has been made or time is required to enable the Law Enforcement Agencies to collect relevant images or the Law Enforcement Agencies are investigating a crime and ask for images to be preserved to afford them the opportunity to view the information as part of an active crime investigation. All retained images will be stored securely.

Access to CCTV Images and Disclosure

Access to recorded images is restricted to specific members of the Management Committee which hold the correct qualifications required and the system installer. Disclosure of information will be controlled and consistent with the purpose(s) for which the CCTV system has been established. Once information is disclosed to a Law Enforcement Agency, they will become data controller for the copy which they hold.

The following guidelines will be adhered to in relation to the disclosure of images:

The disclosure of images will be in line with the above Objectives and will be controlled under the supervision of the Data Controller or his/her deputy; b) A log will be maintained itemising the date, time(s), camera, person copying, person receiving and reason for the disclosure;

The appropriate disclosure documentation from the Law Enforcement Agencies will be filed for future reference.

Images must not be forwarded to the media for entertainment purposes or be placed on the internet.

Images must not be copied in any way, e.g. photographed, downloaded or printed for use other than described in the objectives.

Images will only be released to the media for identification purposes in liaison with the Law Enforcement Agencies.

The method of disclosing images should be secure to ensure that they are only seen by the intended recipient.

Images of third parties not relevant to the investigation should be obscured where possible to prevent unnecessary identification.

Subject Access Requests

Individuals have the right to request access to CCTV footage relating to themselves under The General Data Protection Regulation.

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All requests for access should be made by e-mail or in writing to the Administrator providing sufficient information to enable the footage relating to them to be identified, i.e. date, time and location. A response will be made to requests within 4 weeks of receiving the written request.

All requests for access are recorded. If disclosure is denied, the reason is documented, and the individual will be informed within at least 4 weeks of the reason and their right to complain to a statutory authority. The partied involved reserve the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

A fee may be charged for a Subject Access Request, depending on circumstances. Advice will be taken by the groups involved prior to responding and requesting any fee.

Complaints

Enquiries or complaints about the operation of the CCTV system should be directed via Email to the Secretary of Newcastle West End FC in the first instance using the following email address newcastlewestend1996@gmail.com.

Review

This policy will be reviewed at least annually by the Management Committee or when new legislation requires this policy to be updated. The CCTV Notice appended to this policy forms a checklist for the Management Committee to use and is displayed on the noticeboard in the corridor to provide assurances on the proper use of CCTV to volunteers, staff, hirers, visitors and contractors.

Newcastle West End FC

CCTV NOTICE

The CCTV system installed at McKendrick Villas Cowgate and the images produced by it are controlled by the Management Committee which is responsible for how the system is used. Day-to-day operational responsibility lies with the Club Secretary who reports directly to the Management Committee.

The Management Committee has considered the need for using CCTV and has decided that it is required for the prevention and detection of crime, for management of the group's property, and for protecting the safety and security of volunteers, staff, hirers, visitors and contractors who visit the site. It will not be used for other purposes and an annual review of the use of CCTV will be conducted.

This Policy was revised and adopted by the committee at a policy clinic meeting on Sunday 30th August 2026.

Name: Ryan Abraham Signed: R. Abraham

Position: Club Secretary / General Manager Date: 30/08/2026

Name: Sean Morrissey Signed: S Morrissey

Position: Club Treasurer Date: 30/08/2026

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Name: Alana Ruddick Signed: A Ruddick

Position: Club Chairperson Date: 30/08/2026

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