



NORTH BERWICK HARBOUR TRUST ASSOCIATION

Registered Charity N° SC045318

Chairperson: Jane McMinn Secretary: Bill Roberts Treasurer: Sandy Knox



CCTV POLICY AND PROCEDURES

The CCTV system used by North Berwick Harbour Trust Association (NBHTA) at North Berwick Harbour is for the purposes of crime prevention, deterrence of anti-social behaviour and the furtherance of public safety.

Areas covered by cameras used by the North Berwick Harbour Trust Association will be limited to the open-air property, exterior of buildings, fixtures and fittings of the Harbour Trust and stakeholder's property e.g. boats, trailers etc. stored or kept there.

Any peripheral coverage of adjacent buildings will be limited to the exterior and in such a manner as to not interfere with the privacy of occupants.

As a charitable Trust, set up as a not-for-profit organisation where any profit is re-invested back into the harbour, NBHTA is exempt from registering with the Information Commissioner's Office.

The Trust will keep the police fully informed about the CCTV capability and make any images available to them (or any other law enforcement agency who have the proper authority) for any lawful purpose. The Trust may need to disclose CCTV images for other legal reasons - for example Insurance purposes. Once they have given the images to any other organisation, then that organisation must adhere to the General Data Protection Regulation (GDPR) in their handling of the images. The recorded information will only be shared with people and organisations in compliance with the principles of the GDPR.

NBHTA is committed to the principles of the GDPR and understands best practice for managing information.

NBHTA will:

- put up signs to let people know that CCTV is being used and why.
- be able to provide images within one month to anyone who has been recorded if the person involved can provide a date and time when they were on site. Such requests can be in writing or verbal and an accurate record will be kept of them in a CCTV log book.
- share images with the authorities for lawful purposes, e.g. the police, if they ask for them.
- not keep images for more than 1 month unless part of an ongoing criminal/insurance investigation/claim.

The proper use of the CCTV cameras is the responsibility of the Harbour Manager. The Harbour Manager will take responsibility for the CCTV images, deciding what is recorded,

how images should be used and whom they should be disclosed to. Viewing of images will be strictly limited to those who have lawful authority or authorised managerial/operational reasons. The Harbour Manager will ensure that any operator has proper and sufficient training.

Security precautions will include technical, organisational and physical security and in particular the recorded footage from CCTV will be protected against access by any unauthorised person, whether a staff member or an outsider.