

Vortex Gymnastics CCTV Policy

Introduction:

Vortex Gymnastics is committed to maintaining the safety and security of its premises, staff, members and visitors. As part of our efforts to ensure a safe environment, we utilise Closed-Circuit Television (CCTV) systems throughout and around our facilities. This policy outlines the guidelines for the use of CCTV cameras, the review of footage, and the handling of recorded data.

Purpose:

The purpose of this CCTV policy is to:

1. Enhance the safety and security of Vortex Gymnastics premises.
2. Deter and prevent criminal activity, vandalism, and misconduct.
3. Assist in the investigation of incidents, accidents, or emergencies.
4. Protect the privacy rights of individuals in accordance with applicable laws and regulations.

Policy:

1. CCTV Deployment:

CCTV cameras are strategically placed throughout Vortex Gymnastics' premises to monitor key areas such as entry/exit points, activity zones, and other sensitive locations. Signs indicating the presence of CCTV surveillance are prominently displayed in visible areas to notify individuals of monitoring.

2. Access and Review:

- Access to CCTV footage is restricted to authorized personnel only, including designated management and staff.
- Viewing or review of CCTV footage will only occur when necessary for the following purposes:
 - Investigating security breaches, suspicious activities, or incidents.
 - Assisting An Garda Síochána or other state bodies with investigations upon request.
 - Resolving disputes or complaints related to safety and security.

Reviewers must adhere to strict confidentiality protocols and ensure that the information obtained from CCTV footage is used solely for legitimate purposes.

3. Retention and Deletion:

CCTV footage will be retained for a period of 30 days, unless it is required for investigation, legal proceedings, or other legitimate purposes. After the retention period expires, recorded

data will be automatically deleted from the system to comply with privacy regulations and data protection laws. Any requests for the extension of retention periods must be approved by management and justified based on specific circumstances.

4. Data Security and Compliance:

Vortex Gymnastics will implement appropriate technical and organisational measures to safeguard CCTV data against unauthorized access, alteration, or disclosure. All CCTV systems and processes will comply with relevant privacy laws, including but not limited to the General Data Protection Regulation (GDPR) and local data protection legislation.

5. Training and Awareness:

Staff members involved in the operation, monitoring, or review of CCTV systems will be aware of their responsibilities, ethical considerations, and legal obligations regarding CCTV usage.

6. Enforcement:

Violation of this CCTV policy may result in disciplinary action, up to and including termination of employment or legal consequences, depending on the severity of the breach.

7. Changes and Amendment:

This CCTV policy will be periodically reviewed and updated as necessary to reflect changes in technology, legislation, or organisational requirements. The latest version will be made available on our website.

8. Conclusion:

Vortex Gymnastics is committed to ensuring the responsible and lawful use of CCTV surveillance to maintain a safe and secure environment for all stakeholders. By adhering to the guidelines outlined in this policy, we strive to balance the need for security with respect for individual privacy rights.

9. Contact Information:

For any inquiries or requests related to this CCTV Policy, please contact:

Vortex Gymnastics
Brooklodge Business Park,
Brooklodge,
Glanmire,
Cork
T45 WD27
info@vortexgymnastics.com