

CCTV Policy – Hurlingham Yacht Club

Updated 1 May 2025

Hurlingham Yacht Club operates CCTV in two locations:

- A. At the clubhouse and yard located at 43a Deodar Road, Putney, London SW15 2NP
- B. On the Broomhouse Pier located on the North bank of the Thames adjacent to Broomhouse Road. Note this will be in place in June 2025.

The two main reasons for utilizing CCTV are:

- A. Security – to protect the property, boats, buildings and infrastructure from theft, wilful damage or unforeseen damage from river vessels.
- B. Safety – to protect members and their guests when operating on or near water on both the club pontoon, dry dock and Broomhouse pontoon.

Impact on Individual's privacy

We have assessed that the privacy of individuals is unaffected by having CCTV as:

- A. The clubhouse in Deodar Road has no residential capacity.
- B. The CCTV on the clubhouse does not cover any neighbouring properties. An exception is when the main gates to the club are open.
- C. The Broomhouse pontoon is strictly non-residential as per the articles laid down by the Port of London Authority. The CCTV purely covers the pontoon and related craft. The exception is when boat owners and guests are working on their boats and here we refer to Point B above – safety.

ICO

ICO – Our ICO number is **ZA772505** and the annual fee was paid on 29 July 2024.

Nominated individual

Mr Nick Harvey, a committee member, is the club's nominated individual responsible for the operation of the CCTV system.

We have a clear operational policy. The footage is stored for 7 days only. Footage will only be shared with flag officers and agreed individuals.

Any footage of incidents that may require further internal investigation or external investigation will never be deleted.

Requests for image copies and CCTV footage

All requests for CCTV footage or image copies will go directly to Mr Nick Harvey and the Club Flag officers.

Each request will be assessed individually and full agreement needs to be in place before release

The ICO will be informed where there is uncertainty before any image or footage is released.

Training

Mr Nick Harvey is fully trained and fully understands requests for CCTV information/images.

In his absence, Mr Matt Lord, the Club Secretary has full access and is also trained in how to use the CCTV and requests for CCTV / information/images

Image / CCTV footage retention

As mentioned, footage is only retained for 7 days.

Image quality

The CCTV footage and images are of a high quality.

Security

All CCTV footage and images are stored securely by Mr Nick Harvey and are password protected. As mentioned Mr Matt Lord is the only member who has access to the passwords.

The system is regularly checked and improved upon.

Informing individuals

There is clear signage on the entrance to the clubhouse and there will be clear signage (June 2025) on the Broomhouse pontoon that CCTV is in use.

We regularly remind our members that we operate CCTV.

There is a link on the home page of the club website www.hurlinghamyc.co.uk entitled "HYC CCTV statement" where this document can be located.

