

## **South Shore Club House Security Policy**

### **Introduction**

We are committed to safeguarding the privacy of our Club Members, visitors and Employees. In this policy we explain how we will treat their personal information which we hold for membership verification purposes, payroll purposes and CCTV security purposes.

### **Collecting personal information**

We may collect, store and use the following kinds of personal information:

Employee Name, Address, NI Number, Telephone Number

CCTV images for Security and Safety reasons

A paper record of each sports section membership to allow verification within the club house, however, the records of membership are maintained by each sports section.

1/ Employee information is stored on one system for payroll purposes and managing the bar only.

We will never collect sensitive information without explicit consent. The information we hold will be accurate and up to date as we know it. Employees can check the information that we hold by requesting their details in writing or emailing us at [sscasclub@aim.com](mailto:sscasclub@aim.com). If employees find any inaccuracies we will delete or correct them promptly. The personal information that we hold will be held securely. We will not transfer or sell information. If you have any questions/comments about privacy, you should write to us or email us at [sscasclub@aim.com](mailto:sscasclub@aim.com)

2/ Before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with this policy.

3/ CCTV images are kept for security and safety purposes within and surrounding the club buildings on a computerised system. The CCTV system is kept secure with restricted access and the data is kept for 1 month before being overwritten with current data. The images stored are used solely for the purpose of security and safety within the club and are only viewed by authorised personnel and law enforcement bodies should the need arise.

4/ We do from time to time photograph the bar area and function room to publish on the new South Shore Cricket and Squash Website, [www.sscasc.co.uk](http://www.sscasc.co.uk) and also on south Shore cricket Club Facebook page.

### **Use of personal information**

We use the information we have for the following purposes:

1/ for the management of bar staff

2/ for the management of payroll

3/ CCTV – for the security and safety of the club and its members

4/ Paper copy list of members – to allow verification of the membership of persons using the club facilities.

5/ function room photographs – we do from time to time photograph the bar and function room to publish on the South Shore Cricket and Squash club website/Facebook page.

### **Security of personal information**

- 1/ We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of personal information.
- 2/ We will store employee personal information provided on our secure computer.
- 3/ We will store CCTV images on a secure CCTV system

### **Amendments**

- 1/ We may update this policy from time to time by publishing a new version on our website/in the club house.
- 2/ You should check this policy occasionally to ensure you are happy with any recent changes made.
- 3/ We may notify you of changes to this policy by email/notices posted in the club house.

### **Your rights**

- 1/ You may instruct us to provide you with any personal information we hold about you; provision of such information will be subject to the supply of appropriate evidence of your identity, please note requests can take several days to action
- 2/ Please let us know if the personal information that we hold about you needs to be corrected or updated.

### **Our details**

- 1/ Our website is owned and operated by South Shore Cricket and Squash Club and our Employee Database is administered separately by the Main Club President.
- 2/ Our CCTV system is owned by South Shore Cricket and Squash Club and maintained by the Main Club President.
- 3/ Our Facebook page is managed by the Main Club President.
- 4/ Our address is South Shore Cricket and Squash Club MadNook, Common Edge Road, Blackpool FY4 5DY.
- 5/ You can contact us by writing to the business address given above, or by emailing [sscasclub@aim.com](mailto:sscasclub@aim.com)

South Shore Cricket and squash Club Main Committee

24/05/2018

[sscasclub@aim.com](mailto:sscasclub@aim.com)

[www.sscasc.co.uk](http://www.sscasc.co.uk)

V1.0