



DATA PROTECTION & CCTV

Gill Bridle, writes about the complying with the Data Protection Act and using CCTV.

Secretary At Work: November 2005 *(reviewed February 2012)*

With the start of a new set of scams going around this autumn it is an opportunity to review the club's policy for data protection.

The Data Protection Act 1998 (DPA) seeks to strike a balance between the rights of individuals and the sometimes competing interests of those with legitimate reasons for using personal information.

The DPA gives individuals certain rights regarding information held about them and it places obligations on those who process information. Personal information covers both facts and opinions about the individual.

Anyone processing personal information must notify the Information Commissioner's Office (ICO) that they are doing so, unless they are exempt. Notification costs £35.00 a year. To find out whether your operation is exempt, use the Guidelines on their website: www.informationcommissioner.gov.uk To contact the helpline telephone 01625 545 745

Exemptions are possible for:

- ✎ Some not-for-profit organisations.
- ✎ Data controllers who only process personal data for any one or all of the following purposes for their own business:
 - staff administration
 - advertising, marketing and public relations
 - accounts and records.

If you think you may be exempt please see Do I need to notify? on their website.

There are 3 easy ways to notify:

- ✎ Internet - You can complete the online Notification form, print it and send the form to us.
- ✎ Telephone – You can telephone the Notification helpline (01625 545740) and a draft Notification form will be sent to you based on the information you will be asked to provide on the telephone.
- ✎ completing the Request for Notification form on their website.

The Information Commissioner produces a helpful Data Protection Act Factsheet listing eight principles of good practice with six conditions all useful for those holding data. For the individual there are seven rights outlining what an individual can request or claim in relation to data being held on them. All of this is relevant whether or not a club has notified the Information Commissioner Office under the Data Protection Act.

Compliance advice for CCTV users

More golf clubs are investing in CCTV as part of their security measures. If you use CCTV there is a checklist designed to help operators of small CCTV systems comply with the legal requirements of the Data Protection Act. It details the main issues that need to be addressed when operating a CCTV system and is designed to be part of a regular review process.

This is important because failure to comply with the Data Protection Act may result in action being taken under this Act. It will also affect the police's ability to use the CCTV images to investigate a crime and may hamper the prosecution of offenders.

The checklist covers ten points, all of which need to be addressed and reviewed regularly. It can be accessed from www.ico.gov.uk (CCTV Small User checklist). For further information contact the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF Tel: 01625 545 722 Email: data@dataprotection.gov.uk

Please note that this is the only official address for data protection and the total fee if you process the straightforward form yourself is £35.00.

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