



February 2025

MCBARG Operation and Management **of the Radio Site CCTV system**

In October 2024, we installed a Closed-Circuit Television (CCTV) system at our radio site in Hensbarrow Downs for recording and remote monitoring both inside and outside the building. Currently, we have four cameras in operation: two indoor cameras and two outdoor cameras that monitor the area in front of the building up to the perimeter fence. These cameras are set up solely for the general surveillance of our site and do not intrude into areas beyond our perimeter fence.

Guidelines for the use of CCTV

There are many guidelines available online regarding the use of CCTV. These include resources from the .Gov.uk website, such as "Guidance on the Use of Domestic CCTV" and "Data Protection and Your Business." While these guidelines apply to all CCTV systems in the UK, it is unclear how they specifically relate to our situation at the radio site.

The Information Commissioner's Office (ICO) is responsible for regulating and enforcing the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). However, it remains uncertain to what extent these guidelines apply to our CCTV usage at the radio site.

The guidelines outline six basic rules that govern the use of all CCTV systems. This document explains how MCBARG will ensure compliance with these guidelines, as well as how we will operate and manage the CCTV system, cameras, and recordings at our radio site.

1. Use of CCTV must always be for a specified purpose.

The two external CCTV cameras are intended to monitor site security within the site boundary only. The two internal CCTV cameras are solely for monitoring security and equipment status.

2. CCTV use must respect an individual's privacy.

CCTV coverage is limited to the area within the radio site boundary only; there is no surveillance of the surrounding public areas. All members of MCBARG and visitors to the radio site will be informed that CCTV is in operation and notices displayed on the site. Access to images from the CCTV system will be restricted.

3. There must be clear responsibility, accountability and transparency

All members will be informed about who is responsible for the installation, maintenance, and management of the CCTV system. Designated members will have a clear understanding of the legal and technical aspects involved. They will also be aware that non-compliance may have consequences for both themselves and the group.

4. Images should not be stored any longer than is strictly required

All recorded images will be encrypted and retained only as long as necessary. The equipment will be configured to automatically delete or overwrite images after the specified duration.

5. Access to retained images should be restricted and subject to proper security

Access to the CCTV images, including remote access, will be restricted to designated committee members only. Under no circumstances will the CCTV images be shared with anyone, posted on social media, or broadcasted in any manner. If necessary, the CCTV images will be provided to law enforcement authorities, who have their own approved procedures for handling personal data.

6. Clear rules, policies and procedures must be in place

A copy of these rules, policies, and procedures will be provided to each member and made available upon request. Any member may request to view recorded footage of themselves. Every member is responsible for informing visitors they bring to the site that CCTV is in operation.

Designated Committee Members – January 2025

Chairman: Paul Andrews G6MNJ

GDPR Officer: Gerry Somers G7VFV

Repeater Keeper and CCTV Maintenance: Kevin Franks M0BFB

Repeater Keeper: Mike Bundy G4WVD

Beacon Keeper: Nick G7KFQ

CCTV Maintenance: Alan G3XPY

The equipment will be set up to automatically delete or record over images after 14 days.