



## RECORDED MATERIAL

### Guiding Principles

**1.1** All data recorded by the stadium CCTV System may potentially be used as evidence

**1.2** All data will be handled with due regard to the individual's right to privacy, as well as in accordance with the following guidelines:

- All information will be treated strictly in accordance with any legislative requirements from the moment it is produced in the stadium control room until its final destruction
- The audit trail of recorded data will ensure that a particular evidence production can be tracked and traced at any time
- Access to and the use of, recorded data will be strictly for the purposes defined in the Data Protection Act
- Recorded data will not be copied, sold, otherwise released or used for commercial purposes, or for the provision of entertainment
- Members of the public may only view recorded data in accordance with current legislation

### Data Retention

**1.3** The Data Protection Act does not prescribe any specific minimum or maximum retention periods which apply to all systems or footage. **Recorded data will normally be stored for a maximum period of 31 days** and then, in the case of recordings on hard drives, overwritten. **Images will not be kept for longer than strictly necessary.**

**1.4** Where CCTV data is required as evidence, it must be clearly labelled, made tamper-proof and secured at all times, until released to the Police, or appropriate organisation.

**1.5** CCTV operators involved in the production of evidential data may be required to sign a witness statement. In some instances the operator may also be required to attend court and give evidence.

## **Release of data to a third party**

**1.6** Every request for the release of personal data generated by any System will be subject to the Data Protection Act and as such, the criteria for release must be adhered to at all times.

**1.7** It may be beneficial for partner agencies to make use of recorded data for training and educational purposes. Such data should be destroyed at the end of its requirement

## **Your Rights to Access Your Information**

**1.8** You have the right to see a copy of the images that we hold of you. We may charge a small fee towards the cost of administering any request you make. The current fee is £10.00. Please note that we can only allow applicants to see their own images as the disclosure of third party images i.e. those of other people by Saint Mirren FC is in itself a contravention of the Data Protection Act therefore if it is not possible to arrange the available data/images in order to allow the applicant to see their image **ONLY** then regrettably such a request will be refused.

## **How to Contact Us**

**1.9** If you would like any further information or have any comments about our use of CCTV images, our Privacy Policy or any aspect of the Website or our service, please contact our Data Protection Officer:

**Data Protection Officer, Saint Mirren Football Club, Greenhill Road, Paisley  
PA3 1RU**

**Tony Fitzpatrick  
Chief Executive Officer.**