



## CCTV (Closed Circuit Television)

This policy helps to balance the need for security with respect for privacy, ensuring that the Jamboree is a safe and enjoyable experience for everyone.

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### **Purpose**

The purpose of this CCTV policy is to outline the use of Closed-Circuit Television (CCTV) cameras at Norjam to ensure the safety and security of all attendees, staff, and property during the event. The CCTV system will be used to monitor public areas for the prevention and detection of criminal activities, as well as to ensure compliance with event rules.

### **Scope**

This policy applies to all individuals attending, organising, or working at Norjam, including but not limited to Scout and Guide groups, staff, contractors, vendors, and visitors.

### **CCTV Coverage Areas**

CCTV cameras will be positioned in key areas of the event venue, including:

- Entrances and exits.
- Public spaces and walkways.
- High-risk or sensitive areas.

### **Monitoring and Recording**

- CCTV cameras will be actively monitored by authorised personnel throughout the event to ensure security and respond to any incidents or suspicious activities.
- All footage will be recorded and securely stored for a period of 30 days, then erased.
- Access to recorded footage will be restricted to authorised personnel only and will be used solely for security and safety purposes.

### **Data Protection and Privacy**

- The CCTV system will be operated in compliance with applicable data protection laws.
- Camera placement will be carefully considered to avoid unnecessary intrusion into private spaces, ensuring that monitoring is focused on public areas of the Jamboree.
- Audio recording will not be used.

### **Signage and Notification**

- Clear and visible signs will be displayed throughout the Jamboree, informing attendees that CCTV cameras are in operation.

### **Incident Response and Access to Footage**

- CCTV footage may be used to assist in the investigation of incidents or breaches of event rules, including but not limited to theft, violence, or other criminal activities.
- In the event of an incident, footage may be shared with law enforcement authorities or other relevant parties, as required by law or for the purpose of investigation and resolution.



## Terms and Conditions *continued*

### **Incident Response and Access to Footage (continued)**

- Requests for access to CCTV footage must be submitted in writing and will be reviewed on a case-by-case basis, in compliance with data protection regulations.

### **Retention and Disposal of Footage**

- CCTV footage will be retained for 30 days after the event and will be deleted unless required for further investigation or legal purposes.
- Footage that is no longer required will be securely disposed of.

### **Security of CCTV Equipment**

- All CCTV equipment, including cameras, monitors, and storage devices, will be securely stored and maintained to prevent tampering or unauthorised access.
- Only authorised personnel will have access to the monitoring equipment.

### **Responsibility and Compliance**

- Event organisers are responsible for ensuring that the CCTV system is used in compliance with this policy and all relevant legal and regulatory requirements.
- All personnel operating the CCTV system will receive training on privacy, security protocols, and the proper use of equipment.
- All participants and staff are expected to comply with the policies and procedures regarding CCTV use during the event.

### **Policy Review and Updates**

This CCTV policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws and regulations. Any updates or changes will be communicated to all stakeholders.

### **Contact Information**

For any questions or concerns regarding the use of CCTV at Norjam, please contact: the Director of Essential Services.

Contact Email Address: [essentialservices@norjam.org.uk](mailto:essentialservices@norjam.org.uk)

### **Changes to this Policy**

If it is necessary to vary or update this policy, the Organisers will publish the updated version to the Jamboree website indicating the date of the change.

Version 1 - issued February 2025.