

WEST HILL VILLAGE HALL

Registered Charity No. 1160370

CCTV POLICY

Dated: 9th February 2023

Next Review: February 2025

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1. Introduction

This policy controls the management, operation, use and confidentiality of the CCTV cameras located in and around four locations at West Hill Village Hall, which is a Charitable Incorporated Organisation (CIO) and managed by its Trustees. The Trustees have been guided by ACRE Information Sheet No.38 relating to 'Security in your Village Hall.'

The policy will be subject to periodic review by the Trustees to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements. The Trustees accept the principles of the Data Protection Act 1998, and have a Data Protection Policy which is reviewed at the same time as the CCTV Policy to align with GDPR and CCTV regulations as follows:-

- data must be fairly and lawfully processed for limited purposes only and not in any manner incompatible with those purposes
- adequate, relevant and not excessive
- accurate
- not kept for longer than is necessary
- processed in accordance with individuals' rights
- secure

2. Statement of Purpose and Scope of Operation

The purpose of the cameras is to detect threatening behaviour, malicious damage and unwarranted access to the hall. The system will not be used to invade the privacy of any individual. CCTV images are retained on the system for 28 days, unless required as evidence to report to the Police.

3. Responsibilities of the Owners of the Scheme

The Trustees take full responsibility for the management and operation of the system. Any major change that would have a significant impact on either the purpose, scope or policy of operation of the CCTV system will take place only after discussion at a Trustee meeting. This change would then be incorporated into this policy. Hirers of the Village Hall will be informed of the existence of the camera in the standard conditions of hire and will be encouraged to advise their members/guests.

4. Management of the System and Accountability

Day to day operational responsibility rests with the Chair and Vice Chair of the Trustees and Hall Manager. The operation of the system and the outcome of any investigations which requires footage to be retained will be reviewed at each Trustee meeting.

5. Control and Operation of the Camera

The following points must be understood and strictly observed:

- The system will only be operated by trained individuals using authorised access devices. The authorised Administrators and Operators are the Chair and Vice Chair of the Trustees, the Hall Manager and the Finance and Administration Officer.
- Passwords and access codes for the camera are stored securely and never disclosed. If other access devices are enabled, this will be done by the Chair of Trustees.
- No public access will be allowed to the camera images except for lawful, proper purposes with approval of an Administrator.
- The Police are permitted access to recorded material if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police can visit the Village Hall to review and confirm the operation of CCTV arrangements. Any visit by the Police to view images will be logged by an Administrator.
- An Administrator will regularly check the accuracy of the date and time displayed. Records of these checks will be retained for a period of not less than twelve months.
- Digital records will be securely stored to comply with data protection laws and will only be handled by an Administrator or someone approved by the Trustees.

6. The use of camera images

- The system will be accessed at least weekly to ensure that it is fully operational.
- Camera recordings will not normally be viewed unless there is an incident requiring investigation or during the test of equipment.
- Images may be passed to the Police in the event of any potential criminal or antisocial activity associated with the Hall.
- Images may be used by the Trustees to support any civil proceeding that may be taking place.
- CCTV images may be passed to anyone having reasonable cause for acquiring such images. The Trustees will consider each request on its merits and only provide data if there is reasonable cause for such distribution.
- Any distribution of recordings whether to police or others, will be logged, including reasons for the access, and full address of those obtaining images.
- Information requests received that are compliant with relevant legislation will be considered and responded to.
- A log of all uses of the system will be maintained by the operators.

Signed by:

Colin Veale, Chairman _____

Mike Hemming, Hall Manager _____

7th February 2023

Next review due February 2025