



CCTV POLICY

DITTON PRIORS VILLAGE HALL

Charity No. 522512

Ditton Priors Village Halls Committee have installed one Closed Circuit Television (CCTV) camera, located on the exterior wall overlooking the graveled outside area and footpath to the side of the building. Images from the camera are recorded digitally and automatically overwritten after approximately 1 month. This document details the policy and procedures used to control the management, operation, use and confidentiality of the CCTV system.

The use of the CCTV falls within the scope of the Data Protection Act 2018 and the General Data Protection Regulation 2018. Ditton Priors Village Hall complies with the Information Commissioners Office (ICO) code of practice to ensure it is used responsibly.

Purpose & Objectives

- To deter and detect crime, vandalism and antisocial behaviour.
- To maintain the security of the premises.
- To monitor and deter unauthorised use of the area.

Warning Signage

An appropriate warning sign including contact details of the Hall is clearly and prominently displayed.

Siting the Camera and Coverage

The camera has been sited to give maximum coverage of the enclosed, graveled area, footpath and side door. Care has been taken to avoid capturing images from the road or footpath leading to the front door of the Hall.

Storage and Retention of CCTV Images

The data is recorded onto a 64GB memory card with loop recording, meaning all images will be overwritten as the capacity of the memory card is reached. Images will normally be retained for approximately 1 month. Images may be retained for longer in the event of an incident being identified or an Access Request is received from Law Enforcement Agencies.

Access to CCTV Images and Disclosure

Access to recorded images is restricted to 3 members of the Ditton Priors Village Halls Committee via an online app. Footage that identifies misuse or illegal activity may be discussed and/or shown to the full Halls Committee, and may be shared with Law Enforcement Agencies or other appropriate parties.

Disclosure of the information will be controlled and consistent with the purposes for which the CCTV system has been installed. If data is provided to Law Enforcement, they will take over data control of the copy they hold.

The following guidelines will be adhered to in relation to disclosure of images:

- The disclosure of images will comply with the Objectives (see previous section) and will be controlled under the supervision of the Chair of the Committee.
- A log will be maintained itemizing the date, time, person copying, person receiving and reason for the disclosure.
- Law Enforcement documentation for disclosure will be filed in the Village Halls Google Drive.
- Images will not be given to the media or shared on social media or other public places.
- Images must not be copied in any way other than for the use described in the Objectives section above.
- The method of disclosing the images shall be secure such that they are only seen by the appropriate recipient(s).
- Images of third parties not relevant to any investigation will be obscured wherever possible.

Subject Access Requests

Individuals can request access to CCTV footage relating to themselves or minors under the General Data Protection Regulation.

Requests for access must be made by email. Requests should include sufficient detail such as time and date to enable footage relating to the requestor to be identified. Requests for access will be answered within 4 weeks of receiving such a request.

Requests for access will be documented. The Ditton Priors Village Halls Committee reserves the right to refuse access where this would prejudice the rights of other individuals or jeopardize an ongoing investigation. If any request is denied, the reason for doing so will be given. Requestors have the right to complain to an appropriate body.

A fee of £10 may be charged for access.

Complaints

Complaints regarding this procedure or the refusal of access will be addressed as per the Ditton Priors Halls Complaints Procedure.

Review

The Ditton Priors Village Halls Committee will review this Policy periodically.

Contact Details

Ditton Priors Village Halls Committee email: info@dittonpriorshalls.co.uk