

CCTV Policy

CREECH ST MICHAEL VILLAGE HALL

Version 3.0 — Reviewed: May 2026

1. Introduction & Lawful Basis This policy governs the management, operation, and security of the Closed-Circuit Television (CCTV) system operated by Creech St Michael Village Hall. The system is operated in full compliance with the **UK GDPR**, the **Data Protection Act 2018**, the **Surveillance Camera Code of Practice**, and official guidance from the Information Commissioner's Office (ICO).

2. Purpose & Scope

- **Purpose:** To maintain property security, deter anti-social behavior, protect hall assets, and ensure safe access for authorized hirers.
- **Scope:** Cameras capture external access points and immediate porch entryways only. Cameras do not monitor public highways or areas where individuals have a high expectation of privacy.
- **Signage:** Clear, prominent signage is displayed at access points informing visitors that CCTV is in operation, stating the purpose of recording, and detailing contact information for the Data Controller.

3. System Management & Security

- **Data Controllers:** Overall responsibility rests with the Trustees. Day-to-day operational control is restricted exclusively to authorised officers (Chair and Booking Coordinator) via password-protected devices. Should the authorised officers be unable to check (to cover holidays or illness etc) the Secretary will be given access.
- **Access Control:** System access codes are stored securely and never disclosed to third parties.

4. Retention & Usage of Footage

- **Routine Retention:** Recorded footage is stored digitally and automatically overwritten/erased after **30 days**.
- **Viewing Footage:** Routine review of footage is limited to verifying arrival/entry times for bookings or investigating recorded incidents. Footage will not be viewed unnecessarily.
- **Incident Investigations:** Where an incident or unauthorized access occurs, relevant footage may be retained past 30 days until internal or police investigations are formally concluded. All retentions are logged in an official Incident Record.

- **Third-Party Disclosure:** Images will only be disclosed to law enforcement agencies (Police) for the prevention or detection of crime, or as required under a formal legal request. Footage is never released to the public or media.

5. Subject Access Requests Individuals recorded by the CCTV system have the right to request a copy of their recorded personal data. Requests must be made in writing before the 30-day erasure deadline expires.

Policy Review This policy is reviewed annually by the Management Committee prior to each AGM.