

## **CREECH ST MICHAEL VILLAGE HALL**

### **CCTV POLICY**

1. Introduction This Policy controls the management, operation, use and confidentiality of the CCTV cameras located at Creech St Michael Village Hall.
2. It was prepared after taking due account of the Code of Practice published by the Information Commissioner (May 2015). This 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.
3. The Trustees of the Creech St Michael Village Hall accept the principles of the 1998 Act based on the Data Protection Principles as follows:
  - data must be fairly and lawfully processed;
  - processed for limited purposes 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;

#### Statement of Purpose and Scope of Operation

The purpose of the cameras are to ensure that the hall is only accessed by authorised hirers and is only used during the agreed hours. The system will not be used to invade the privacy of any individual. The camera's range does not extend to the public highway and cannot record images of anyone outside the porch. The system is active 24 hours a day.

#### 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 scheme 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 guests of its existence on the premises

#### Management of the System and Accountability

Day-to-day operational responsibility rests with the Chairman and the Booking Co-ordinator for the time being. The operation of the system and the outcome of any investigations which required footage to be retained will be reviewed at each Trustee meeting.

## 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. Currently this is only the Chair and Booking Co-ordinator of the Trustees, using their phones.
- Passwords and access codes for the camera are stored securely and never disclosed.
- No public access will be allowed to the camera images except for lawful, proper purposes with approval of the Chair of the Trustees.
- 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 are able to 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 the Bookings Co-ordinator.
- Digital records should be securely stored to comply with data protection laws and should only be handled by those authorised

## The use of camera images

- For each registered booking the first few seconds of recordings will be viewed by the Chair/ Co-ordinator to verify that the Hall is being accessed at the booked time by the authorised hirer. Camera recordings between the first entry and last exit will not normally be viewed unless there is an incident requiring investigation. All camera recordings for registered bookings will be erased from the recorder after 30 days. Erased recordings cannot be recovered.
- For unauthorised or unscheduled access: Camera footage will be reviewed by the Chair/ Bookings Co-ordinator as soon as possible in an attempt to identify the person accessing the Hall. If the person is known to the Chair/Co-ordinator and the access to the Hall is for a legitimate purpose no action will be taken, If the person is not known to Chair/Co-ordinator or the access is not legitimate, then they will retain the recording whilst an investigation is undertaken. It will be erased once the investigation is completed. Any event that requires investigation and the retention of recordings should be clearly detailed in the log book of incidents, and the Trustees should be notified at the next available opportunity.
- Images will not be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. The Committee would be informed of any such emergency.
- Any request by an individual member of the public for access to their own recorded image must be made by email before the erasure period expires. After this period, there is no way of retrieving erased images.

**It is recommended that the Management Committee should review this policy on an annual basis and therefore it will be an agenda item at a committee meeting to be held before each AGM.**