



Closed Circuit Television Policy

Introduction

Woodlands Village Hall uses CCTV footage to provide a safe and secure environment for visitors, hirers, volunteers, employees and contractors of the Village Hall premises as well as to protect the charity's property.

This policy sets out the use and management of the CCTV equipment in compliance with the Data Protection Act 2018 and GDPR regulations.

This policy should be read in conjunction with the Hall's privacy policy.

- For the purposes of this policy the Data Protection Contact is: Rupert Andrews
- Woodlands Village Hall is registered with the Information Commissioner's Office.

Purpose and Objectives

- To assist in the prevention or detection of crime, anti social behaviour or equivalent malpractice.
- To assist in the identification and prosecution of offenders.
- To assist with the identification of unauthorised actions and to assist in providing relevant evidence.
- To monitor the security of the charity's premises and property.
- To assist in the investigation of any safeguarding issues.

Location of Cameras

- All cameras are clearly visible and positioned in a fair and proportionate manner so that they only cover communal or public areas around the premises and have been sited so that they provide clear images:
 - Internal – main hall only
 - External – carpark, entrances/exits, garden, outbuilding and side of building
- Private areas (e.g. toilets) are not covered.
- Appropriate signage is prominently displayed so that all visitors are aware they are entering an area covered by CCTV.

Recording and Retention of Images

- Images produced by the CCTV equipment are intended to be as clear as possible so that they are effective for the purposes set out above. Maintenance checks of the equipment are undertaken on a regular basis to ensure it is working properly and that the media is producing high quality images.
- Images are recorded in constant real-time (24 hours a day throughout the year).
- The recording system records digital images; all CCTV images held on the recorder are deleted and overwritten on a 30 day recycling basis. Once a recorder has reached the end of its life, it will be securely erased prior to disposal.
- Images will not be stored on, or transferred to, removable media such as CDs or flash drives unless required as evidence by our insurance company, the police or other law enforcement agencies.



Recording of Audio

- Although the CCTV system is capable of recording audio this function is disabled by default.
- Audio will only be recorded in exceptional circumstances on advice from our insurance company, the police or other law enforcement agencies to deal with specific and/or recurring issues.

Access to and Disclosure of Images

- The images filmed are recorded centrally and held on a password protected digital video recorder.
- Recorded images are not routinely monitored. They will only be accessed to deal with specific issues or incidents.
- Access to and responsibility for images recorded by the CCTV equipment is restricted to specific trustees of the charity being the Chairperson, Secretary, and Treasurer. Additionally the Data Protection Officer (who may or may not be a trustee of the charity) will have access.
- Disclosure of information will be controlled and consistent with the purpose(s) for which the CCTV system has been established. Once information is disclosed to a Law Enforcement Agency, they will become data controller for the copy which they hold.
- Disclosure of images to other third parties will only be made in accordance with the purposes for which the system is used and will be limited to:
 - The police and other law enforcement agencies, where the images recorded could assist in the prevention or detection of a crime or the identification and prosecution of an offender or the identification of a victim or witness.
 - Prosecution agencies, such as the Crown Prosecution Service.
 - Relevant legal representatives.
 - Individuals whose images have been recorded and retained (unless disclosure would prejudice the prevention or detection of crime or the apprehension or prosecution of offenders).
- The chairperson of the trustees (or another trustee of the charity acting in his or her absence) is the only person who is permitted to authorise disclosure of images to external third parties such as law enforcement agencies.
- All requests for disclosure and access to images will be documented, including the date of the disclosure, to whom the images have been provided and the reasons why they are required. If disclosure is denied, the reason will be recorded.



Woodlands Village Hall Dorset
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Subject Access Requests

Individuals have the right to request access to CCTV footage relating to themselves under The General Data Protection Regulations.

All requests for access should be made by e-mail or in writing to the Chairperson of Woodlands Village Hall, providing sufficient information to enable the footage relating to them to be identified, i.e. date, time and location. Requests will be responded to within a maximum of one calendar month of receiving the written request.

All requests for access are recorded. If disclosure is denied, the reason is documented and the individual will be informed of the reason and their right to complain to a statutory authority such as the ICO. Woodlands Village Hall reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

A fee of £10 will be charged for a Subject Access Request.