

CCTV Policy

1. Introduction

1.1 The Lower Penarth Community Association has installed a CCTV system at the Association's Hall in Brockhill Way Penarth.

1.2 This policy details the purpose, use and management of the CCTV system at the hall to ensure that the Association complies with relevant legislation and codes of practice.

1.3. The purpose of this policy is to ensure we comply with the information Commissioner's Office code of practice and relevant legislation including the General Data Protection Regulation 2018 (GDPR) and Human Rights Act 1998.

2. Policy Statement

2.1 The Association uses CCTV to support the safety and security of our trustees, volunteers and users, as well as the premises. It will be used to:

Act as a deterrent to intruders and to the theft or misuse of property or information.

Act as a deterrent to improper or aggressive behaviour.

Provide evidence to support the investigation of safety and security related incidents.

2.2. We will not use CCTV for other purposes and will not include audio recording.

2.3. CCTV cameras will be sited so that recordings meet the stated purposes. They will cover entrances to the premises, the entrance lobby, Main Hall and Kitchen.

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- 2.4. We will be transparent in our use of CCTV and we will make all who use the premises aware of its use through appropriate signs and information about our policy.
- 2.5. CCTV recordings and data will be classified as confidential information and held in systems with appropriate security measures to safeguard against unauthorised access and use.
- 2.6. Access to CCTV systems, recordings and data for the purposes of maintenance or support will be restricted to the management committee.
- 2.7. Information will be stored in a way that allows relevant frames to be isolated to answer a request.
- 2.8. CCTV information will not be disclosed except as necessary for the stated purpose or to respond lawfully to a request under GDPR or Freedom of information Act.
- 2.9. Recordings and data will routinely be held for 1 month and then deleted.

Charity Commission Registration Number 1074675

Lower Penarth Community Hall,
Brockhill Way, Penarth CF64 5QD