

Nutfield Memorial Hall

CCTV Policy

Introduction

1. Nutfield Memorial Hall uses Closed Circuit Television (CCTV) images to provide a safe and secure environment for visitors to the Hall, including volunteers, hirers and their guests, contractors, and suppliers (the Users) as well as to protect the Hall's property and maintain its infrastructure. The CCTV system is managed and controlled by the Management Committee, comprising the Trustees of the Memorial Hall Trust and specific employees, appointed to manage the usage and maintenance of the Memorial Hall.

2. This policy sets out the use and management of the CCTV equipment and images in compliance with the Data Protection Act 1998 and the CCTV Code of Practice.

3. The Memorial Hall CCTV system records images only. There is no audio recording.

Purposes of CCTV

4. The purposes of the installation and use of CCTV system includes:

- To assist in the prevention or detection of crime or equivalent malpractice including damage to or abuse of the Hall and the communal or public areas forming the premises of the Hall.
- To ensure that only authorised users access the Hall and the surrounding land.
- 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 premises.
- To ensure that a safe operating environment is maintained for the Users of the Hall at all times.

Location of Cameras

5. All internal and external cameras are clearly visible and located at strategic points around both the interior and exterior of the premises.

6. External cameras are positioned so that they only cover communal or public areas around the premises, and they have been sited so that they provide clear images.

7. Appropriate signs are prominently displayed so that all Users of the Hall are aware they are entering an area covered by CCTV.

Recording and Retention of Images

8. Images produced by the CCTV system are intended to be as clear as possible so that they are effective for the purposes set out above.

9. Images are recorded in constant real-time (24 hours a day throughout the year).

10. The recording system records digital images; all CCTV images held on the hard drive are deleted and overwritten on a recycling basis every 20 days.

11. Images will not be stored, shared with any third party or transferred unless required as evidence by the Police or other law enforcement agencies.

12. The Management Committee reserves the right to monitor the CCTV system at random intervals.

Access To and Disclosure of Images

13. Access to, and disclosure of, images recorded on the CCTV system is restricted to the Management Committee only, or to the Police or other law enforcement agencies as evidence of a crime, malpractice or abuse, to ensure that the rights of individuals are retained.

14. Images will only be disclosed in accordance with the purposes for which they were originally collected.

15. The images filmed are recorded centrally and held securely i.e. by password-controlled access. Viewing of recorded images will take place in a restricted area to which persons other than the Management Committee and the Police will not have access when viewing is occurring.

16. 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.
- Identification and prosecution of an offender.
- Identification of a victim or witness.

17. The Chair and Secretary of the Management Committee (or a duly authorised member of the Management Committee) are the only persons permitted to authorise disclosure of images to external third parties as defined in paragraph 16 above.

18. 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.

Individuals' Access Rights:

19. Under the Data Protection Act 1998, individuals have the right on request to receive a copy of the personal data that the Management Committee holds about them, including CCTV images if they are recognisable from the image.

20. If anyone wishes to access any CCTV images relating to themselves, they must make a written request to the Chair of the Management Committee within 5 calendar days of the recording date and the Management Committee reserves the right to charge a fee of £20.00 for the supply of the images requested.

21. The request must include the date and approximate time when the images were recorded and the location of the CCTV camera, so that the images can be easily located, and identity can be established as the person in the images.

22. The Management Committee will respond promptly and in any case within 5 calendar days of receiving the request.

23. The Management Committee will always confirm the identity of the person making the request before processing it.

Covert Recording

26. The Management Committee does not allow or undertake covert recording.

Implementation

27. The Chair of the Management Committee is responsible for the implementation of, and compliance with, this policy and the operation of the CCTV system and they will initiate a regular review of the Management Committee's use of CCTV. Any complaints or enquiries about the operation of the Committee's CCTV system should be addressed to the Chair via the generic email nutfieldmemorialhall@gmail.com

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