



Shropham Village Hall

CCTV Policy

Registered Charity: 304062
Charity Name: Shropham Recreation Ground and Village Hall
Address: Rocklands Road, Shropham, Norfolk. NR171DU

CCTV Statement

Shropham Village Hall uses Closed Circuit Television (CCTV) images to provide a safe and secure environment for visitors to the Village Hall and Sayers Bar premises, including volunteers, hirers and their guests, contractors, and suppliers, as well as to protect the Halls property.

CCTV Policy Direction

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.

The Committee's CCTV facility records images only. There is no audio recording.

Purposes of CCTV

The purposes of the installation and use of CCTV systems include:

- a. To assist in the prevention or detection of crime or equivalent malpractice.
- b. To assist in the identification and prosecution of offenders.
- c. To assist with the identification of unauthorised actions and to assist in providing relevant evidence.
- d. To monitor the security of the Village Halls premises.

Location of Cameras

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

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.

Appropriate signs are 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.

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 hard drive are deleted and overwritten on a recycling basis every 30 days.

Images will not be stored on, or transferred to, removable media such as CDs or flash drives unless required as evidence by the Police or other law enforcement agencies.

The Village Hall Committee reserves the right to monitor the CCTV at random intervals.

Access To and Disclosure of Images

Access to, and disclosure of, images recorded on the CCTV equipment is restricted to the Officers of the Village Hall Committee (i.e. Chair, Secretary and Treasurer) and the Police or other law enforcement agencies, to ensure that the rights of individuals are retained.

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

The images filmed are recorded centrally and held in a secure location. Viewing of recorded images will take place in a restricted area to which persons other than Officers of the Committee and the Police will not have access when viewing is occurring.

If media on which images are recorded are removed for viewing purposes, this will be documented. 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:

- a. The Police and other Law Enforcement Agencies, where the images recorded could assist in the:
 - i. Prevention or detection of a crime.
 - ii. Identification and prosecution of an offender.
 - iii. Identification of a victim or witness.
- b. Prosecution agencies, such as the Crown Prosecution Service.
- c. Relevant legal representatives.
- d. 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 Chair of the Committee (or authorised Deputy) 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.

Individuals' Access Rights

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

If anyone wishes to access any CCTV images relating to themselves, they must make a written request to the Committees' Chair within 20 days of the recording date and the Committee reserves the right to charge a fee of £10.00 for the supply of the images requested. A USB memory stick must be provided to the committee on which the images will be downloaded.

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.

The Committee will respond promptly and in any case within 20 calendar days of receiving the request.

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

The Data Protection Officer will first determine whether disclosure of requested images will reveal third party information, as no-one has a right to access CCTV images relating to other people. In such a case, the image of any third parties may need to be obscured if it would otherwise involve an unfair intrusion into their privacy.

If the Committee is unable to comply with an individual's request because access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders, the individual will be advised accordingly.

Covert Recording

The Committee does not undertake covert recording.

Implementation

The Committee's Chair 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 Committee's use of CCTV. Any complaints or enquiries about the operation of the Committee's CCTV system should be addressed to them.