

# CCTV POLICY

## **1 Introduction**

This Policy controls the management operation use of the CCTV cameras located in the St Giles Village Hall ,operated by the management of village hall trustees charity number 300950.

## **2.Statement of Purpose and Scope of Operation**

The purpose of the CCTV is to maintain the security of the premises, to deter and prevent crime, vandalism and anti-social behaviour, to help provide a safe and secure environment for volunteers,hirers,visitors and contractors

The system will not be used to invade the privacy of any individual. Four cameras are installed and positioned so they can record activity around the inside of the hall

## **3 Management of System and Accountability**

The Trustees take full responsibility for the management and operation of the system.

Hirers of the village hall will be informed of the existence of the cameras in the standard conditions of hire.

## **4 Control and Operation of CCTV**

Passwords and access codes for the cameras 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  
All camera recording will be retained for up to 7 days, they will then be recorded over unless set aside as requested lawfully.

