

Woodland Village Hall CCTV Policy

Woodland Village Hall (“WVH”) is a registered charity, number 1063591. Closed circuit television (“CCTV”) is installed at WVH. Cameras are located at various places on the premises and images from the cameras are recorded digitally. This document outlines the policy and procedures used to control the management, operation, use and confidentiality of the CCTV system.

WVH is registered with the Information Commissioner’s Office (“ICO”), registration reference ZB534607

Purpose & Objectives

The reasons for installing the CCTV include:

- Preventing crime, in particular theft
- Providing evidence if a crime has been committed
- Acting as a deterrent to abusive and disorderly behaviour
- Protecting everyone in and around the hall from abuse and physical violence, also against false accusations
- Increasing the sense of security and safety for all hall users

Warning Signs

CCTV warning signs are clearly and prominently displayed at various points inside and outside WVH

Camera Siting and Coverage

The planning and design of the CCTV system has endeavoured to ensure maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage. The cameras record video only, not sound.

Cameras have been sited carefully so that they only capture images relevant to the purposes for which they are installed and care has been taken to ensure that reasonable privacy expectations are not violated. There are no cameras in toilets. Every effort has been made to position cameras so that their coverage is restricted to the WVH premises or nearby public areas.

Storage and Retention of CCTV images

Recorded data is stored automatically for approximately 7 days on a recorder which is secured within WVH and to which only the WVH Data Controller and two other committee members who have been trained and are DBS checked have access. Recorded data is stored in a way that ensures the security and integrity of the image and allows specific times and dates to be identified.

Normally, recorded data will be automatically overwritten after approximately 7 days. On occasion, images may need to be retained longer where, for example, an incident has been identified or a Subject Access Request has been made or time

is required to enable Law Enforcement Agencies to collect relevant images. All retained images are stored securely.

Access to CCTV Images and Disclosure

Access to recorded images is restricted to approved members of the WVH Management Committee as described above.

The recorded data will only be accessed by the Data Controller in normal circumstances. It may also be released to the police and, upon reasonable request, to hall users who have a legitimate reason (a Subject Access Request).

Subject Access Requests

Individuals have the right to request access to CCTV footage relating to themselves or their children under the General Data Protection Regulation.

Requests for access should be made by e-mail or in writing to the WVH Committee Chairperson, providing sufficient information to enable the footage relating to them to be identified, ie date, time and location, plus the reason for the request and proof of identity. WVH will respond to requests within 7 days of receiving the written request.

Subject Access Requests will be subject to the following procedures:

- 1) The committee must be satisfied that the request is genuine and for a valid reason
- 2) The person making the request must prove their identity to the satisfaction of the committee
- 3) Where relevant, the Police should have no objections
- 4) For the first such request per individual there will be no charge. For any subsequent requests the committee reserve the right to make a charge of £20 on each occasion to cover the costs of extracting the data.
- 5) All requests for access are documented. 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.

Complaints

The WVH management committee is the 'Data Controller' for all information held. Enquiries or complaints should be directed to the WVH Chairperson in the first instance, at villagehallwoodland@gmail.com or to 0300 772 7781.

Review

The policies and procedures set out in this document will be audited and approved every 3 years, or sooner if there are any changes to the physical set up of the CCTV cameras, the recording mechanism or the risk environment, or a change in legislation.