



## CCTV Policy

Closed circuit television (CCTV) is installed at Hartpury Village Hall. This document details the policy and procedures used to control the management, operation, use and confidentiality of the CCTV system.

### Purpose

The purposes of the CCTV system are:

- to maintain the security of the premises
- to deter and prevent crime and anti-social behaviour
- to provide a safe and secure environment for visitors and hirers
- to assist Law Enforcement Agencies to carry out their lawful duties

### Lawful basis for processing

The CCTV system is used in accordance with Hartpury Village Hall's Data Protection Policy, in order to carry out its day to day operations, to meet its objectives and to comply with legal obligations. In particular the system is used for the prevention and detection of crime, safeguarding volunteers and visitors, and ensuring compliance with health and safety and other relevant policies and procedures.

### Scope

Cameras are sited:

- at the front of the hall overlooking the driveway, main entrance and car park
- at the side of the hall overlooking the play area entrance
- at the rear of the hall overlooking the patio, lawn and games court
- inside the hall above the bar looking toward the stage
- in the bar

NB There is a separate camera overlooking the stage which has been installed by Hartpury Drama Group and which is solely used for monitoring on-stage activity during rehearsals and performances, and which is not covered by this policy.

Images are recorded digitally and stored automatically for up to 4 weeks on a recorder which is secured in a designated secure cupboard in the hall. Use of remote access is restricted to village hall committee members with specific authorisation; currently this is limited to the committee chairperson.



### Management

The committee of Hartpury Village Hall has responsibility for the control of images and decisions on how the CCTV system is used.

Day-to-day operational responsibility rests with the Committee Chairperson and any committee member(s) nominated by the committee.

### Maintenance

The CCTV system is serviced annually and maintained as necessary by an appropriate security system contractor (currently Eke Security Ltd).

### Image storage and disclosure

Recorded images will be stored in a way that ensures the security and integrity of the image and allows specific times and dates to be identified.

Normally, images will not be retained for longer than 4 weeks. On occasion images may need to be retained longer where, for example, an incident has been identified and an access request has been made, or time is required to enable the police to collect relevant images, or the police are investigating a crime and ask for images to be preserved to afford them the opportunity to view the information as part of an active crime investigation.

Disclosure of information will be controlled and consistent with the purpose(s) for which the system is established. Once information is disclosed to the police or any other law enforcement body, they will become data controller for the copy they hold.

### Subject Access requests

Requests for access should be made by email or in writing to Hartpury Village Hall, providing sufficient detail for the images on the system to be readily accessed, including date, time and location.

All requests for access are recorded. If disclosure is denied, the reason is documented and the individual will be informed within at least one month of the reason and their right to complain to a statutory authority.

A fee may be charged for an access request, depending on circumstances.

**Reviewed and approved by the hall committee on 19 July 2022**