

# CLIFTON CAMPVILLE VILLAGE HALL

## CCTV POLICY

### 1. Introduction

This Policy controls the management, operation, use and confidentiality of the two external CCTV cameras located at Clifton Campville Village Hall covering the front entrance and car park.

This policy takes into account the 'Code of Practice' published by the Information Commissioner Office (ICO) (May 2015). This policy will be subject to periodic review by the Trustees to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements. The Trustees accept the principles of the 1998 Act based on the Data Protection Principles as follows:

- data must be fairly and lawfully processed
- processed for limited purposes and not in any manner incompatible with those purposes
- adequate, relevant and not excessive
- accurate
- not kept for longer than is necessary
- processed in accordance with individuals' rights
- secure

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

The purpose of the two cameras is to detect vandalism, malicious damage, and unwarranted access to the hall. The system will not be used to invade the privacy of any individual. CCTV images **are retained on the system for 28 days**, unless required as evidence to aid legal action.

### 3. Responsibilities of the Owners of the Scheme

The Trustees of the Village Hall take full responsibility for the management and operation of the system. Any major change that would have a significant impact on either, the purpose, scope or policy of operation of the CCTV scheme will take place only after discussion at a Trustee meeting. This change would then be incorporated into this policy. Hirers of the Village Hall will be informed of the existence of the cameras in the standard conditions of hire and will be encouraged to advise their guests.

### 4. Management of the System and Accountability

Day-to-day operational responsibility rests with **Vaughan Taylor, of the Trustees**. The operation of the system and the outcome of any investigations which require footage to be retained will be **reviewed at each Trustee meeting**.

### 5. Control and Operation of the Camera

The following points are understood and strictly observed:

- a. The system will only be operated by trained individuals using authorised access devices. The only authorised Administrator and Operator is **Vaughan Taylor, of the Trustees**.

- b. Passwords and access codes for the camera are stored securely and never disclosed. If other access devices are enabled, this will be agreed at a Trustee meeting and carried out by the **Vaughan Taylor**.
- c. **No public access will be allowed to the camera images except for lawful, proper purposes with approval of the Chair.**
- d. The Police will be permitted access to recorded material if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the Village Hall to review and confirm the operation of CCTV arrangements. Any visit by the Police to view images will be logged.
- e. Regular monthly checks of the accuracy of the date/time displayed will be carried out and records of these checks will be retained.
- f. Digital records should be securely stored to comply with data protection laws and should only be handled by an Administrator or someone approved by the Trustees. That person currently is **Vaughan Taylor**.

## **6. Registration with Information Commissioners Office (ICO)**

Even if your paperwork is all manual, or you are only processing personal data for your core business activities but you have CCTV for crime prevention purposes - you will need to register as CCTV's capture personal data. General Data Protection Regulation (GDPR) (EU) comes under the umbrella of the ICO and it's the ICO that you register & pay. After clarification with the ICO, £40 per annum is deemed to be required.

- Registration & payment made by Julie Smale on behalf of the CCVH Management Committee on 06 October 2020 (to be reimbursed by the CCVHMC in due course).
- Pending "Certificate of Registration"

## **7. Approval**

This policy has been reviewed and approved by the Trustees on: 13 October 2020

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