

FYFIELD VILLAGE HALL

CCTV Policy

CCTV statement

Fyfield Village Hall (FVH) uses Closed Circuit Television (CCTV) images to provide a safe and secure environment for visitors to its premises, including trustees, volunteers, hirers, hall users, contractors and suppliers, as well as to protect the premises and property of FVH.

CCTV policy purpose

This policy sets out the use and management of the CCTV equipment and images in compliance with the Data Protection Act 1998 and General Data Protection Regulations.

Purposes of CCTV

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

- a. To assist in the prevention or detection of crime, vandalism and anti-social behaviour.
- 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 FVH's premises.

Location of cameras and nature of recordings

All cameras are clearly visible and located at strategic points around the 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.

The FVH CCTV facility records images only. There is no audio recording.

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 when movement is detected by the CCTV cameras.

The recording system records digital images; all CCTV images held on the hard drive are deleted and overwritten on a recycling basis every 14 days unless images are protected from deletion. On occasion, images may need to be retained longer where, for example, an incident has been identified, a Subject Access Request has been made or time is required to enable the police or other law enforcement agency to view or collect relevant images (for example as part of an active crime investigation). All retained images will be stored securely.

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 FVH management 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 FVH management committee 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 the FVH management 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 FVH Secretary and Data Protection Officer is the only person who is permitted to authorise disclosure of images to external third parties such as the police or other 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 FVH 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 FVH Secretary within 10 days of the recording date. FVH reserves the right to charge a fee of £10.00 for the supply of the images requested.

A USB memory stick must be provided on which the images will be downloaded. The request must include the date and time when the images were recorded and the location of the CCTV camera.

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

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

Implementation

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

Date: 15 July 2024

Date of next review: July 2025