



Claygate Village Hall Association

Registered Charity No: 305007

CCTV Policy

Closed-circuit Television (CCTV) has been installed within Claygate Village Hall for the purpose of safety and security. The cameras have been installed in order to provide a safe and secure environment for members of the public and to prevent loss or damage to the Hall.

Claygate Village Hall Association Trustees comply with the Information Commissioners Office (ICO) CCTV Code of Practice to ensure that it is used responsibly. This code of practice is published on the ICO Website.

The CCTV system comprises a Digital Video Recorder and cameras covering rear courtyard, front of hall car park, main entrance doors, rear exit from reception, main hall, gallery area, reception area, stage, stage left and stage right areas

CCTV images will be automatically recorded on a secure, password-protected control unit, and will be automatically deleted after 4 weeks from the date of recording, unless there is a valid reason to securely hold these images for longer whilst any investigations take place.

CCTV cameras are only sited so they capture images relevant to the purposes for which they are intended.

Other than for routine testing purposes, real time CCTV images will not be monitored unless it is thought that an incident is happening at that time and recorded CCTV images will normally be accessed by authorised personnel only in the event of a qualifying incident or during routine system testing.

Access to any recordings is limited to the Trustees, the Management Committee, the Police, our Insurance Company loss adjustors (if required), and other parties for the purposes of our security and safety only.

At all times precautions will be taken to protect the rights of the people whose images have been recorded.

Please note that the system does not record sound.

Individuals have the right to request access to CCTV footage relating to themselves under The General Data Protection Regulations. All requests for access should be made by writing to the Village Hall Management Committee using the Contact Us form on our website or via email to enquiries@claygatevillagehall.co.uk, providing sufficient information to enable the footage relating to them to be identified, i.e., date, time and location.

CVHA aim to respond to requests within 4 weeks of receiving the written request and will not delete the recording until the request is resolved.

All requests for access are recorded. If disclosure is denied, the reason is documented and the individual will be informed within at least 4 weeks of the reason and their right to complain to a statutory authority. CVHA reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

A fee of **£10** will be charged for a Subject Access Request, subject to the discretion of the management committee to waive the fee.

Notices are displayed inside & outside of the building to inform people of the presence of the CCTV system.

Claygate Village Hall Association can be contacted at enquiries@claygatevillagehall.co.uk with regards to the CCTV and it's use and the Management Committee will respond to any concerns or complaints regarding the system.

Review

This policy will be reviewed at least annually by the CVHA Management Committee or when new legislation requires this policy to be updated. The CCTV Notice appended to this policy forms a checklist for the CVHA Management Committee to use and is displayed on the noticeboard in the CVHA reception to provide assurance on the proper use of CCTV to volunteers, staff, hirers, visitors and contractors.

CLAYGATE VILLAGE HALL ASSOCIATION

CCTV NOTICE

The CCTV system installed at Claygate Village Hall Association (“CVHA”) and the images produced by it are controlled by the CVHA Management Committee which is responsible for how the system is used. Day-to-day operational responsibility lies with the CVHA Data Protection Officer who reports directly to the CVHA Management Committee.

The CVHA Management Committee has considered the need for using CCTV and has decided that it is required for the prevention and detection of crime and for protecting the safety and security of CVHA volunteers, staff, hirers, visitors and contractors. It will not be used for other purposes and an annual review of the use of CCTV will be conducted.

Date of Review: 20th Feb 2025

Date of Next Review: Feb 2026

Each of the **Criteria** listed below has been checked and confirmed by the CVHA Management Committee:

- Notification has been submitted to the Information Commissioner and the next renewal date is recorded.
- The CVHA Data Protection Officer is responsible for the operation of the system.
- The problem we are trying to address has been clearly defined and installing cameras is the best solution. This decision should be reviewed at least annually.
- A system has been chosen which produces clear images which the Law Enforcement Agencies can use to investigate crime and these can easily be taken from the system when required.
- Cameras have been sited so that they provide clear images.
- Cameras have been positioned to avoid capturing the images of persons not visiting the premises.
- There are visible signs showing that CCTV is in operation, who is responsible for installing and maintaining the system and CVHA contact details.
- Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.
- The recorded images will only be retained long enough for any incident to come to light (e.g., for a theft to be noticed) and the incident to be investigated.
- Except for Law Enforcement Agencies, images will not be provided to third parties.
- The potential impact on individuals' privacy has been identified and taken into account in the use of the system.
- The organisation knows how to respond to individuals making requests for copies of their own images.
- Regular checks are carried out to ensure that the system is working properly and produces high quality images.