

Wivelsfield Village Hall & Recreation Ground CCTV Policy

1. Introduction

Closed-Circuit Television (CCTV) is installed in and around Wivelsfield Village Hall for the purpose of providing a safe and secure environment for Personnel, Hirers, Visitors, Contractors, Volunteers & the general public, as well as for general Premises security. Cameras are located in various places in and around the building. Images from the cameras are recorded; however, the system does not record sound. The use of CCTV falls within the scope of the General Data Protection Regulation and the Data Protection Act 2018.

2. Purpose of CCTV Policy

The purpose of this CCTV policy is to regulate the management, operation, and the use of the Closed-Circuit Television (CCTV) system for Wivelsfield Village Hall. The CCTV system will be operated 24 hours a day, 365 (or 366) days of the year, recording all activity at all times.

3. Scope of Policy

This policy applies to all CCTV systems installed and operated within Wivelsfield Village Hall & Recreation Ground, including the Main Hall, Renshaw Room, outdoor areas, car park, and surrounding grounds. It covers the use of CCTV cameras, monitoring, recording, access, storage, and retention of recorded data.

4. Objective of the system

The objective of the system is to assist in:

- Reducing the threat of damage, theft, and other crime, including anti-social behaviour in and around Wivelsfield Village Hall.
 - Securely monitoring the use of the public toilets accessible in the foyer of the Renshaw Room.
 - Assisting in the detection of crime.
 - Deterring potential criminal acts.
 - Assisting with the apprehension and, if necessary, the prosecution of any offenders.
 - Increasing the personal safety of the trustees, any staff, users of the building, and the general public to reduce the fear of crime.
 - Protecting the property of the building and all of its users.
-

5. Principles of Operation

- **5.1 Lawfulness:** The use of CCTV systems will comply with all applicable laws, regulations, and data protection requirements, including but not limited to the General Data Protection Regulation (GDPR) and the Data Protection Act.
- **5.2 Purpose:** CCTV systems at Wivelsfield Village Hall will be used solely for the purposes of maintaining public safety, preventing crime, and protecting the property within the Wivelsfield Village Hall & Recreation Ground premises.
- **5.3 Privacy:** The privacy of individuals will be respected, and the system will not be used for any unauthorised monitoring or for purposes unrelated to safety and security.
- **5.4 Transparency:** Signs will be prominently displayed at the entrances to the building and in strategic locations to inform individuals that CCTV is in operation within the premises and surrounding areas.
- **5.5 Camera Placement:** CCTV cameras will be positioned to maximise coverage of all areas while minimising intrusion into private spaces, such as toilet facilities.
- **5.6 Access:** Access to the CCTV system and its recorded data will be restricted to authorised personnel only, who require access for security purposes or as required by law. These authorised people will be known as Data Controllers. The Data Controllers for this system will be Cameron Wallis, Chloe Hodgson & Peter Burton.
- **5.7 Data Protection:** Appropriate technical and organisational measures will be implemented to protect the security and integrity of recorded data, including secure storage, encryption, and access controls.
- **5.8 Retention:** Recorded CCTV footage will be retained for a specific period in accordance with legal requirements and the purpose for which it was collected. After this period, the footage will be securely deleted, unless it is required for ongoing investigations or legal proceedings.
- **5.9 Monitoring:** CCTV monitoring will be conducted in a professional and ethical manner, and the system will not be used to monitor individuals' activities beyond what is necessary for maintaining safety and security.
- **5.10 Data Sharing:** Recorded data will only be shared with law enforcement agencies or other authorised parties in accordance with legal obligations or as required for the investigation of specific incidents.

6. Roles and responsibilities

- **6.1 Management:** The management of Wivelsfield Village Hall & Recreation Ground is responsible for the implementation oversight and compliance with this CCTV policy.
- **6.2 Authorised Personnel:** Designated individuals (data controllers) authorised by the management will have access to the CCTV system and recorded data for legitimate security purposes.
- **6.3 Data Controllers:** The Data Controllers will ensure compliance with data protection regulations, oversee the security and privacy of the CCTV system, and address any related concerns or enquiries.

- **6.4 Users and Visitors:** Individuals using or visiting Wivelsfield Village Hall & Recreation Ground have the responsibility to comply with the CCTV policy and follow the guidelines set forth.

7. Complaints and enquiries:

Any complaints, concerns, or enquiries regarding the operation of the CCTV system or the handling of recorded data should be directed to the management or the Data Controllers if applicable.

8. Review and amendments:

This CCTV policy will be regularly reviewed and updated as necessary to ensure its continued effectiveness and compliance with relevant regulations. Amendments to the policy will be communicated to the Wivelsfield Village Hall & Recreation Ground committee as required.

9. CCTV Footage Requests & Individual Rights:

Individuals have the right to request access, correction or deletion of their personal information captured by CCTV. Requests can be submitted to the Data Controllers: Cameron Wallis, Chloe Hodgson & Peter Burton.

If you wish to access any CCTV images relating to you, you must make a written request to the Data Controllers. This can be done by emailing wvhchairman@outlook.com. The Wivelsfield Village Hall Management Committee will usually not make a charge for such a request, but we may charge a reasonable fee if you make a request which is manifestly unfounded or excessive, or is repetitive. Any requests must include the date and approximate time when the images were recorded and the location of the particular CCTV camera, so that the images can be easily located and your identity can be established as the person in the images.

The Wivelsfield Village Hall Management Committee will usually respond within 7 working days of receiving a request, but please note that this may not always be possible and could be up to 28 working days. This depends on availability and whether the request is complex.

The data controllers will always determine whether disclosure of your images will reveal third party information, as you have no right to access CCTV images relating to other people. In this case, the images of the third parties may need to be obscured if it would otherwise involve an unfair intrusion into their privacy.

If the Wivelsfield Village Hall Management Committee is unable to comply with your request because access could prejudice the prevention or detection of crime, or the apprehension or prosecution of offenders, you will be advised accordingly.

10. Training

All data controllers responsible for operating the CCTV system will receive training on data protection laws, ethical monitoring practises, and the secure handling of personal information.