



CCTV Policy

REVISION DATE

September 2023

REPLACES POLICY

New

1. Introduction

This Policy controls the management, operation, use and confidentiality of the CCTV camera located in the entrance hall and Lounge of Goostrey Village Hall managed by Goostrey Parish Council. It was prepared after taking due account of the Code of Practice published by the Information Commissioners Office (May 2015). This policy will be subject to periodic review by the Village Hall Management Committee to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

The Parish Council accepts the principles of the 1998 Data Protection Act 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 camera is to ensure that the hall is only accessed by authorised hirers and is only used during the agreed hours and for the security of the building, staff and hirers. The system will not be used to invade the privacy of any individual. One camera is located in the entrance hall of the Village Hall, positioned so that it can only record activity at the entrance and along the corridor to the emergency exit. A second camera is located in the Lounge, this camera is positioned so that it can monitor the rear exit door to the bar servery kitchen, and a privacy screen is in operation to ensure that hirers are not recorded in the main part of the Lounge.

The camera's range does not extend to the car park or public highway and cannot record images of anyone outside the entrance porch. The system is motion activated and makes a 30 second video recording on each occasion.

3. Responsibilities of the Owners of the Scheme

The Parish Council takes 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 Parish Council Meeting. Any change would then be incorporated into this policy.

Hirers of the Village Hall will be informed of the existence of the camera in the standard conditions of hire.

4. Management of the System and Accountability

Day-to-day operational responsibility rests with the Clerk to the Parish Council and the Village Hall Supervisor. The operation of the system and the outcome of any investigations which required footage to be retained will be reviewed at meetings of the Village Hall Management Committee and reported to the Council if necessary.

5. Control and Operation of the Camera

The following points must be understood and strictly observed:

- The system will be only be operated by trained individuals using authorised access devices. Currently this is only the Clerk and/or Village Hall Supervisor, via encrypted software.
- Passwords and access codes for the camera are stored securely and never disclosed. If other access devices are enabled, this will be done by the Clerk.
- No public access will be allowed to the camera images except for lawful, proper purposes with approval of the Chairman of the Parish Council. However, individuals who appear on the CCTV may make an application to the Clerk to see the footage of themselves in line with GDPR.
- The Police are 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 Parish Council of CCTV arrangements. Any visit by the Police to view images will be logged by the Clerk in an incident log book
- Digital records should be securely stored to comply with data protection laws and should only be handled by the Clerk and/or Village Hall Supervisor.

6. The use of camera images

For each registered booking:

- The first few seconds of recordings will be reviewed by the Clerk to verify that the Hall is being accessed at the booked time by the authorised hirer.
- Camera recordings between the first entry and last exit will not normally be viewed unless there is an incident requiring investigation.
- All camera recordings will be kept for a maximum of 30 days at which point they will be overwritten. Exceptions for any Police Investigations following incidents will be documented.

For unauthorised or unscheduled access:

- Camera footage will be reviewed by the Clerk as soon as possible in an attempt to identify the person accessing the Hall.
- If the person is known to the Clerk and the access to the Hall is for a legitimate purpose, then a snapshot may be taken to correlate with other entry records, but then the recording will be immediately erased.
- If the person is not known to the Clerk or the access is not legitimate, then the Clerk will retain the recording whilst an investigation is undertaken. It will be erased once the investigation is completed.
- Any event that requires investigation and the retention of recordings should be clearly detailed in the incident log book , and the Chairman of the Village Hall Management Committee should be notified at the next available opportunity. The log book will be reviewed and signed off annually by the VHMC Chairman in line with the review of the CCTV policy.
- Images will not be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. The Clerk would inform the Chairman of the Council of any such emergency.
- Any request by an individual member of the public for access to their own recorded image must be made by email before the erasure period expires. After this period, there is no way of retrieving erased images.

IMPLEMENTATION

Parish Clerk and or Village Hall Supervisor

MONITORING

The Village Hall Management Committee and the Parish Council

POLICY APPROVAL

Council Minute 09.23.07.d

POLICY REVIEW DUE

September 2024