

Walford Village Hall

CCTV Policy

Closed circuit television is installed at Walford Village Hall. This document details the policy and procedures used to control the management, operation, use and confidentiality of the CCTV system.

Purpose

The purposes of the CCTV system are:

- to maintain the security of the premises
- to deter and prevent crime and anti-social behaviour
- to provide a safe and secure environment for visitors and hirers
- to assist Law Enforcement Agencies to carry out their lawful duties

Lawful basis for processing

The CCTV system is used in accordance with Walford Village Hall's Data Protection Policy to carry out its day-to-day operations to meet its objectives and comply with legal obligations. The system is used for the prevention and detection of crime, safeguarding volunteers and visitors, and ensuring compliance with health and safety and other relevant policies and procedures.

Location

Cameras are sited overlooking the main entrance, car park, and in the kitchen facing the rear door. All cameras are static cameras and have been sited so they only capture images relevant to the purposes for which they have been installed with care being taken to ensure that reasonable privacy expectations are not violated.

Images (without sound) are recorded digitally and stored automatically for up to 7 days with access restricted to village hall committee members.

Management

The committee of Walford Village Hall has responsibility for the control of images and decisions on how the CCTV system is used. Day-to-day operational responsibility rests with the committee.

Image storage and disclosure

Recorded images will be stored in a way that ensures the security and integrity of the image and allows specific times and dates to be identified. Normally, images will not be retained for longer than 7 days. On occasion images may need to be retained longer where, for

example, an incident has been identified and an access request has been made, or time is required to enable the police to collect relevant images, or the police are investigating a crime and ask for images to be preserved to afford them the opportunity to view the information as part of an active crime investigation. Disclosure of information will be controlled and consistent with the purpose(s) for which the system is established. Once information is disclosed to the police or any other law enforcement body, they will become data controller for the copy they hold.

Subject Access requests

Requests for access should be made by email to hello@walfordvillagehall.co.uk , providing sufficient detail for the images on the system to be readily accessed, including date, time, and location.

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