

## Walford Village Hall – CCTV Policy

Last Updated: March 2026

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### Purpose

CCTV is installed at Walford Village Hall to:

- Protect the premises, visitors, and volunteers
  - Deter crime and anti-social behaviour
  - Provide a safe environment for events
  - Assist law enforcement in carrying out lawful duties
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### Legal Basis

Footage is personal data under UK GDPR and is processed under **legitimate interests** for security and operational purposes.

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### Camera Locations

- Main entrance
- Car park
- Kitchen (rear door only)

Cameras are fixed and positioned to **capture only areas necessary for security while respecting reasonable privacy expectations**. Cameras record **video only**; no audio is captured.

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### Operation

- CCTV system uses **Blink equipment**
  - Access to footage is **restricted to authorised committee members** only
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### Storage & Retention

- Footage is stored locally on a secure memory device
  - Normally retained for **up to 7 days** before being automatically overwritten
  - Retained longer if:
    - An incident is under investigation
    - Police request access to footage
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### Disclosure

Footage may be shared only:

- With police or other law enforcement agencies

- Where legally required
- For investigating incidents at the hall

Once shared, the recipient becomes the **data controller** of the copy they hold.

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### **Subject Access Requests**

Requests for access to CCTV footage should be sent to:

**hello@walfordvillagehall.co.uk**

Requests should include sufficient detail to locate the footage, including:

- Date
  - Time
  - Camera location
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### **Signage**

CCTV warning signs are displayed at all hall entrances in accordance with legal requirements.