

February 2023

COMMUNITY WISE CCTV POLICY DOCUMENT

This document sets out the Community Wise CCTV Policy which is an annexe to the Community Wise Data Protection Policy.

Lawful Basis

Community Wise gathers CCTV footage solely for the purposes of detecting crime and to maintain the security of our building, staff, volunteers and user groups. Responsibility for CCTV. The responsibility for the CCTV is shared between three Trustees only, namely Clare Winter, Tony Jackson and Paul Carter.

Security measures

The data gathered by the CCTV is protected by being stored within a secure computer programme accessible only by the above-named Trustees in the event of an incident relating to the Lawful Basis referred to above. The system is not used for the continued monitoring of staff or user groups.

Sharing of data recorded

Recorded data will only be shared with the Police, Community Wise Insurers and other relevant Statutory Body in order to comply with the Law.

How long data will be kept

The recorded data will be kept for a maximum of six weeks after which time it will be permanently deleted.