

Fleggburgh Village Hall and Playing Field committee

CCTV POLICY

Closed Circuit television (CCTV) is installed at Fleggburgh Village Hall.

The CCTV scheme is registered with the Information Commissioner's Office and its images are governed by the GDPR (General Data Protection Regulation). Ref A1119247 refers

This document details the policy and procedures used to control the management, operation, use and confidentiality of the CCTV system. This policy is subject to annual review by the Trustees of Fleggburgh Village Hall and playing field committee on the anniversary of its writing¹ to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

Fleggburgh Village Hall and Playing Field CCTV system

The system was installed in July 2021, comprises of the following items supplied by Vocal Vale

- 1 x Data storage system
- 4 x Vandal proof cameras
- 1 x HD monitor

The facility has no audio recording capability, images are recorded digitally and stored automatically for 4 consecutive weeks on a hard disk drive and then overwritten.

The recording equipment is positioned in a locked room and mounted on the wall. Only committee members and a self employed cleaner have access to this room. No hirers would be given authorised access. Operation of the system is limited to the Committee data protection officer (DPO) Mrs Julie Osborne or their designated representative.

¹ CCTV Policy Aug 2024

The DPO has access to recorded images only. The system has capability of downloading images onto a USB. There is no internet connection to the CCTV system and therefore no offsite access capability. There are no internal cameras in the hall. External cameras face the main car park and children's play area for security purposes.

Signage

It is a legal requirement to have prominent signage in the areas where CCTV cameras are operating. We have A5 laminated signs displayed at the entrance to the hall and on the outside of the building.

Maintenance

The CCTV system is maintained as necessary by the installers Vocal Vale as required.

CCTV Data Processing

Our reasons for processing CCTV data includes:

To maintain the security of the premises.

The prevention and detection of crime, safeguarding volunteers and hall users.

Ensuring compliance with Health and Safety procedures.

To assist law enforcement agencies to carry out their lawful duties.

Lawful basis for processing

The CCTV is used in accordance with the Fleggburgh Village Hall and playing field Data Protection Policy in order to carry out its day to day operations, to meet its objectives and to comply with legal obligations. The committee has responsibility for the control of the images recorded and decisions on how the CCTV system is used. Images will only be used for the Committees lawful purposes and will never be released for advertising purposes or on social media. Day to day operational responsibility rests with the committee DPO or representative.

Image storing and disclosure

Recorded images are stored automatically on the system allowing specific time and date to be analysed. Images are retained for no longer than 4 weeks as they are automatically recorded over.

On occasion images may be downloaded to a USB if an incident has been identified and access request made or time is required for law enforcement to view relevant images. Disclosure of information will be controlled and consistent with the purposes for which the system was installed. Once digital information has been disclosed it is then for that organisation to become the data controller for the copy they hold.

The Committee recognises the rights and freedoms of its users and volunteers and all have a right to privacy.

Data Access Request (DAR)

Requests for access regarding CCTV footage are to be made via email (enquiries.fleggburghvillagehall@gmail.com or in writing to Fleggburgh Village Hall committee providing sufficient detail for the images on the system to be identified, including date, time and specific location and the reason why the images are requested. Requests regarding any other data should be made in accordance with the Data Protection Policy. Any DAR must be actioned within 30 days.

Steps must first be taken to confirm the identity of the individual requesting the information via photo ID and recent utility bill. All requests for access are to be recorded with the reasons, individual and outcomes. If disclosure is denied the reason is to be documented and requestee informed asap but within 30 days of the request. A fee may be charged for an access request, depending on circumstances and regardless of outcome.

Signed for and on behalf of Fleggburgh Village Hall and Playing Field

Chair.....

Julie Page

Secretary \ DPO.....

Julie Osborne

Date.....

9/9/24