

# **Fairfield Village Hall**

## **CCTV Policy**

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## 1. Introduction

This Policy controls the management, operation, use and confidentiality of the CCTV cameras located in the entrance porch of Fairfield Village Hall and around the external perimeter of the hall, owned by the Trustees of Fairfield Village Hall. It was prepared after taking due account of the Code of Practice published by the Information Commissioner (May 2015). This policy will be subject to periodic review by the Trustees to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements. The Trustees of the Foundation accept the principles of the 1998 Act based on the Data Protection Principles 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 seven cameras is to detect vandalism, malicious damage, and unwarranted access to the hall. The system will not be used to invade the privacy of any individual. CCTV images are retained on the system for 25 days, unless required as evidence to aid legal action.

## 3. Responsibilities of the Owners of the Scheme

The Trustees of Fairfield Village Hall take 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 Trustee meeting. This change would then be incorporated into this policy. Hirers of the Village Hall will be informed of the existence of the cameras in the standard conditions of hire and will be encouraged to advise their guests.

## 4. Management of the System and Accountability

Day-to-day operational responsibility rests with the Chair of the Trustees. The operation of the system and the outcome of any investigations which required footage to be retained will be reviewed at each Trustee meeting.

## 5. Control and Operation of the Camera

The following points must be understood and strictly observed:

- The system will only be operated by trained individuals using authorised access devices. The authorised Administrators and Operators are Geoff Cotterill, Chair of the Trustees, and Trustees Alan Mabbett and Conrad Palmer.
- 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 Chairman.
- No public access will be allowed to the camera images except for lawful, proper purposes with approval of an Administrator.
- 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 operation of CCTV arrangements. Any visit by the Police to view images will be logged by an Administrator.
- An Administrator should regularly check the accuracy of the date/time displayed. Records of these checks will be retained.
- CCTV times will remain on GMT even during BST; therefore there will be a difference of one hour on recorded times during BST.
- Digital records should be securely stored to comply with data protection laws and should only be handled by an Administrator or someone approved by the Trustees.

## 6. The use of camera images

- The system will be accessed at least weekly to ensure that it is fully operational.
- Camera recordings will not normally be viewed unless there is an incident requiring investigation or during the test of equipment.
- Images may be passed to the police in the event of any potential criminal activity associated with the hall. Images not directly affecting the hall may also be passed to the police on their request.
- Images may be used by the Trustees of Fairfield Village Hall to support any civil proceeding that may be taking place.
- CCTV images may be passed to anyone having reasonable cause for acquiring such images. A fee of £10 will be charged for such images. The operators will consider each request on its merits and only provide data if there is reasonable cause for such distribution.
- Any distribution of recordings whether to police or others, will be logged, including reasons for the access, and full address of those obtaining images.
- Information requests received that are compliant with relevant legislation will be considered and responded to.
- A log of all uses of the system will be maintained by the operators.