

CCTV Policy

Collingbourne Ducis Village Hall Trust (CDVHT)

1. Purpose

The purpose of this Closed-Circuit Television (CCTV) Policy is to outline the guidelines and procedures governing the use of CCTV systems within our premises in compliance with the laws and regulations of the United Kingdom (UK). This policy aims to ensure the responsible and lawful use of CCTV, safeguarding the privacy and rights of individuals while enhancing the security and safety of our premises.

2. Scope

This policy applies to all employees, contractors, visitors, and any other individuals within the premises where CCTV systems are installed.

3. CCTV System Overview

Our CCTV system is installed to monitor and record activities within designated areas of CDVHT premises for the following purposes:

- Crime prevention and detection
- Ensuring the safety and security of individuals and property
- Protecting CDVHT assets and interests
- Assisting in investigations of incidents or accidents

4. Principles

- CCTV surveillance will be conducted in a manner that respects the privacy and dignity of individuals.
- The use of CCTV will be proportionate to the intended purpose, and its deployment will be justified based on a risk assessment.
- Access to CCTV footage will be restricted to authorized personnel for legitimate purposes only.
- CCTV recordings will be securely stored, retained, and disposed of in accordance with applicable data protection laws and guidelines.
- Signs indicating the presence of CCTV surveillance will be prominently displayed in areas covered by CCTV cameras.

5. Responsibilities

- CDVHT Management committee: Responsible for the overall implementation, management, and review of the CCTV policy.
- Data Controller: Designated individual(s) responsible for ensuring compliance with data protection laws regarding the processing of CCTV data.
- CCTV Operators: Trained personnel responsible for monitoring and managing the CCTV system.
- Employees and Visitors: Required to adhere to the CCTV policy and cooperate with any legitimate requests related to CCTV surveillance.

6. Access and Disclosure

Access to CCTV footage will be restricted to DBS checked authorised personnel for child safeguarding matters or on a need-to-know basis.

Disclosure of CCTV footage to third parties will only occur in compliance with applicable laws and regulations or with the consent of individuals captured in the footage.

7. Retention and Disposal

CCTV footage will be retained for the specified period of 31 days based on operational needs, legal requirements, and data protection guidelines. Once the retention period has expired, footage will be securely disposed of in a manner that prevents unauthorised access or retrieval.

8. Complaints and Enquiries

Any complaints or enquiries regarding the use of CCTV should be directed to the designated Data Controller or relevant CDVHT management committee personnel. All complaints will be investigated promptly and handled in accordance with the organization's grievance procedures and data protection policies.

9. Policy Review

This CCTV policy will be reviewed on an annual basis to ensure its effectiveness, relevance, and compliance with applicable laws and regulations including the Data Protection Act 2018. Any updates or amendments to the policy will be communicated to all relevant stakeholders.

10. Compliance

All employees, contractors, and individuals within our premises are expected to comply with this CCTV policy. Failure to adhere to the policy may result in disciplinary action, up to and including termination of employment or contract.

11. Contact Information

For any questions or concerns regarding this CCTV policy, please contact CDVHT Chair .

Signed: Chair CDVHT

Approved By: Trustee CDVHT

November 2024