

# **Aston Village Hall Committee**

## **CCTV Policy**

### **1. Introduction**

This policy controls the management, operation, use and confidentiality of the CCTV cameras located on the outside of Aston Village Hall owned by the charity, Aston Village Society Village Hall Committee.

It was prepared after taking into account the Code of Practice published by the Office of the Information Commissioner (In The Picture: A data protection code of practice for surveillance cameras and personal information. May 2015). This policy will be subject to periodic review by the Trustees (members of Aston Village Hall Committee) to ensure that it continues to reflect the public interest and that the system meets all legislative requirements. The Trustees follow the Data protection Principles specified in the principles of the 1998 Act.

Data must be:

- fairly and lawfully processed;
- processed for limited purposes, not in any manner incompatible with those purposes and in accordance with individuals' rights;
- adequate, relevant and not excessive;
- accurate;
- not kept for longer than is necessary;
- secure;

### **2. Purposes and Scope of the System**

The purposes of the CCTV system are:

- to maintain the security of the premises
- to deter and prevent crime and anti-social behaviour
- to provide a safe and secure environment for visitors and hirers
- to discourage fly tipping
- to assist Law Enforcement Agencies to carry out their lawful duties

The cameras are located:

- at the north end of the hall, overlooking the playing field and basketball court
- at the south end of the hall overlooking the main car park
- at the front of the hall overlooking the overflow car park and the entrance to the main car park
- at the north end of the rear of the hall overlooking the footpath along the length of the hall

Images are recorded digitally and stored automatically for up to 30 days on a recorder that is secured in a designated site. Access to the system is limited to a

specified officer and deputy, who are nominated officers of the Village Hall Committee. These are currently the Secretary and Treasurer.

### **3. Management and Maintenance**

Aston Village Hall Committee has responsibility for the correct use and application of the system, in accordance with its published policy. Operation of the system will be a standing agenda item at each quarterly Village Hall Committee meeting at which the policy may be reviewed. Day-to-day operational responsibility rests with the specified officers of the Village Hall Committee.

The system will be serviced annually by a suitable security system contractor (currently ActOn Security).

The system will be checked monthly to ensure it is performing to specification and that time and date logging is functional and accurate.

A logbook will be kept of all instances where access was gained to the system.

Notices will be placed in the Village Hall car park, on the foyer notice board and in the children's play area.

### **4. Image Storage, Disclosure and Subject Access**

Recorded images will be stored in such a way that ensures the security and integrity of the image and allows specific dates and times to be identified.

Images will normally be stored for no longer than 30 days. However, occasionally images may need to be retained longer where, for example, an incident has been identified and an access request has been made, or time is required to enable Law Enforcement Agencies to collect relevant images, or the police are investigating a crime and ask for images to be preserved to enable them to view the information as part of an active crime investigation.

Requests by a member of the public for access to their own recorded image must be made by email or in writing to the Secretary of Aston Village Hall Committee before the storage period (currently 30 days) expires. Sufficient detail of the required images, including date, time and location, must be provided to enable them to be readily accessed. Proof of identity (photo ID and address) may be requested.

There is no method to retrieve erased images after the period of storage.

**Adopted by Aston Village Society Village Hall Committee on 28 September 2020**