



Weston on the Green Memorial Village Hall

(Registered Charity No: 264754)

CCTV Policy

This policy works in conjunction with our Data Protection Policy.

1. CCTV has been installed externally at the Village Hall for the purpose of safety and security and to discourage crime, antisocial activity, loss or damage to the hall and to give reassurance to members of the public and hirers of the Hall.
2. The use of the CCTV system and its associated images are governed by the General Data Protection Regulation (GDPR).
3. The Village Hall Trustees comply with the Information Commissioners Office (ICO) CCTV Code of Practice to ensure that it is used responsibly. This code of practice is published on the ICO website.
4. The CCTV system comprises of 16 cameras covering the phone box library, the main entrance and part of the carpark.
5. CCTV images are automatically recorded on a secure, password protected control unit, and are automatically deleted after approximately 28 days, unless there is a valid reason to securely hold these images for longer whilst any investigations take place.
6. CCTV cameras are only sited so they capture images relevant to the purposes for which they are intended. Other than for routine testing purposes, real time CCTV images will not be monitored. Recorded CCTV images will be accessed by authorised personnel only in the event of a qualifying incident or during routine system testing.
7. Access to any recordings is limited to the Trustees, the Police, our Insurance Company loss adjustors (if required) and other parties for the purposes of our security and safety only. At all times precautions will be taken to protect the rights of the people whose images have been recorded. Please note that the system does not have any sound recording capability.
8. Individuals may apply for CCTV footage to be reviewed when a crime or incident has occurred and there is a reasonable likelihood that the event or incident was captured by the CCTV system. Any requests to access images can be made in writing to the Village Hall Committee via email to westonvillagehall@live.co.uk These requests are Subject Access Requests as part of GDPR and any requests will be reviewed in line with this policy. Full reasons will be provided if any request is declined.
9. Notices are displayed outside the building to inform people of the presence of the CCTV system.