



Village Hall CCTV Policy and Procedure

Introduction

The purpose of this policy is to state how Hilton Village Hall will deal with the requirements of the law, particularly the Data Protection Act 1998, in respect of our use of the Closed Circuit T.V. System at the Hilton Village Hall site.

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All images will be monitored by the staff in the Hilton Village Hall Office, based at Hilton Village Hall.

Cameras located within the building will also be monitored by staff in the Hilton Village Hall Office. The purpose of the CCTV system is for the security of the premises, the prevention, detection and investigation of criminal activity, trespass and vandalism and the safety of staff, hirers and visitors to the site. Static and remotely operated cameras enable this purpose.

Responsible Persons

The CCTV system is operated by Hilton Village Hall Staff Members.

The people who have been appointed to oversee the system and procedures are the Hilton Village Hall Committee.

The Responsible Person who has been appointed to oversee the system on a day-to-day basis will be the Manager of Hilton Village Hall.

Our Policy

- To inform all who come onto the Hilton Village Hall site that CCTV is in use by way of signage;
- To assist in the prevention and detection of crime, to facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order;
- To help ensure public safety to assist with the identification of actions that may result in disciplinary proceedings against a staff member or hirer;
- To monitor and assist with traffic management issues on the Hilton Village Hall site;
- To assist with the provision of a safe public environment;
- To reduce the fear of crime and to reassure staff, hirers and visitors;
- To keep images from CCTV secure and controlled by authorised personnel;
- To maintain all CCTV equipment in working order;
- To provide retention of images within the stated purpose only;
- To state the manner and means of destroying stored images;
- To have access restrictions to unauthorised personnel and by individual and group third parties;
- To comply with the 'Freedom of Information Act 2000'.

Company Number 08097171



System

The CCTV at the Hilton Village Hall Site will be operated throughout the year for 24 hours a day.

Presence and ownership of CCTV

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The public is made aware of the presence and its ownership of the CCTV system by appropriate signage.

Arrangement Procedures

The following arrangements are in place in order to meet the aims of the policy:

- All users of the site will be notified of the use of CCTV by appropriate signage throughout the Hilton Village Hall Site;
- To respect privacy, wherever practicable, the cameras are prevented from focusing or dwelling on domestic accommodation and this will be demonstrated on request to local residents. Where it is not practicable to prevent the cameras from focusing or dwelling on such areas, or where domestic areas are intended to be covered, training will be given to ensure that staff is made aware of the rules that cover such areas;
- The images that are recorded will be held in a secure location on the systems server and can only be accessed by those authorised to do so;
- The secure location for viewing live images will be in the Hilton Village Hall Office;
- Hilton Village hall Staff and the Secretary to the Village Hall will be able to view the live image display and be able to review/access recorded images to achieve the stated purpose;
- Within the purpose of the CCTV system such images may be shared with the Police enforcement agency or a third party if an offence has been committed if deemed necessary by the Secretary to the Village Hall or Hilton Village Hall Staff;
- The images will be digitally recorded on a rolling programme. Unless required for evidence purposes, this retention will automatically overwrite the oldest images;
- Any retention of images kept on the server will be kept until they are no longer required and then overwritten in the normal way;
- Any downloaded images can only be made with the Secretary to the Village Hall's consent and to be only made available to those who are responsible to achieve the stated legitimate purpose.

Data Protection Act 1998

For the purpose of the Data Protection Act 1998, the Data Controller is Hilton Village Hall and they are legally responsible for the management and maintenance of the CCTV System.

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User Responsibilities

All user staff have the following responsibilities:

- To uphold the arrangements of this policy;
- To handle images/data securely and responsibly, within the aims of this policy. Staff need to be aware that they could be committing a criminal offence if they misuse CCTV images;
- To uphold the recorded procedure for subject access requests;
- To report any breach of procedure to the Secretary to the Village Hall;
- To attend training/refresher sessions as required.

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Captured Images

Images captured by the CCTV System will be monitored from the Hilton Village Hall Office, which is a self-contained area for staff only. It is a secure and restricted area.

Authorised Access

Other than for emergencies, no unauthorised access to the Hilton Village Hall Office is allowed at any time. Normal access is strictly limited to authorised persons, including:

- The Secretary to the Village Hall
- The Hilton Village Hall Manager
- The Hilton Village Hall Caretakers
- Hilton Village Hall Trustees
- Police Officers
- Data Protection Officer
- Other statutory Officers e.g. Health and Safety Executive Officers

Access Procedure

Before granting access to the Hilton Village Hall Office, the staff present must satisfy themselves of the identity of any visitor and ensure that the visitor has the appropriate authorisation.

Logging Access

All visitors who seek access to CCTV images from Hilton Village Hall Office, must provide details including details of their name, the department or organisation they represent, vehicle registration, the person that they are visiting and the time in and out of the Hilton Village Hall Office.

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Incident Log

An incident log will be maintained in the Hilton Village Hall Office and details of incidents will be kept together with any consequential action taken in the CCTV Incident Log Book.

Erasure and Disposal

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At the end of their useful life, all images on USB sticks will be erased and secured disposed of as confidential waste. All still photographs and hard copy prints also will be securely disposed of as confidential waste. Such erasure and disposal will be logged by Hilton Village Hall Staff.

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