



A Community Project

**Registered Charity Number: 1141946. Company Number 7198428**

## **Batheaston New Village Hall - CCTV Policy v1.0 12 Dec 21**

Closed circuit television (CCTV) is installed at Batheaston New Village Hall.

This document details the policy and procedures used to control the management, operation, use and confidentiality of the CCTV system.

### **Purpose**

The CCTV system is installed to assist Batheaston New Village Hall Trustees in carrying out their day to day operations. In particular the system is used to;

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

### **Scope**

Cameras are sited on the four perimeter corners of the building. They monitor all entrances and exits from the building. There are no cameras sited inside the building.

Images are recorded digitally and stored automatically for up to 4 weeks on a recorder which is secured in the locked Plant Room within the hall. Use of remote access is restricted to village hall committee members with specific authorisation.

Batheaston New Village Hall is a registered charity, registration number 1141946

### **Management**

The Trustees of Batheaston New Village Hall have responsibility for the control of images and decisions on how the CCTV system is used.

### **Maintenance**

The CCTV system is maintained as necessary by an appropriate security system contractor (currently JG Fire and Security Ltd).

### **Image storage and disclosure**

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

Normally, images will not be retained for longer than 4 weeks. On occasion 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 the police to collect relevant images, or the police are investigating a crime and ask for images to be preserved to afford them the opportunity to view the information as part of an active crime investigation.

Disclosure of information will be controlled and consistent with the purpose(s) for which the system is established. Once information is disclosed to the police or any other law enforcement body, they will become data controller for the copy they hold.

### **Subject Access requests**

Requests for access should be made by email or in writing to the Trustees, (contact details on the website [batheastonhall.org](http://batheastonhall.org)), providing sufficient detail, including date, time and location, for the images on the system to be readily accessed.

All requests for access are recorded. If disclosure is denied, the reason is documented and the individual will be informed within at least one month of the reason and their right to complain to a statutory authority.

A fee may be charged for an access request, depending on circumstances.