

# Norton Village Hall

## CCTV POLICY

Closed circuit television (CCTV) is installed at Norton Village Hall. This document details the policy and procedures used to control the management, operation, use and confidentiality of the CCTV system.

### Purpose

The purposes of the CCTV system are:

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

### Scope

The CCTV will record continuously but will be paused between 08:15 – 17:00 hours on Monday to Friday inclusive.

### Management

The Norton Village Hall Management Committee will appoint 4 operators, one of which is appointed Co-ordinator.

- CCTV Sub Committee:
- each operator will be assigned an identifiable log-in by CCTV Contractor
  - each operator will be assigned access keys to the Hall Main Door, Back Cupboard and CCTV Cabinet and recorded
  - DBS Certificates will be registered with the Committee and reviewed annually

ICO Registration                      The Committee will be registered as both “Data Controller” and “Data Processors”

### 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. Recorded images shall not be viewed unless two operators are present and a physical “book & pen” record will also be kept in the locked cupboard.

Normally, images will be retained for at least 3 months but no longer than 6 months. 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 to [norton.booking@gmail.com](mailto:norton.booking@gmail.com) or in writing to the CCTV Co-ordinators, Norton Village Hall Management Committee, Old Tewkesbury Road, Norton, GL2 9LJ providing sufficient detail for the images on the system to be readily accessed, including date, time and location.

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.

### Maintenance

The CCTV system is serviced and maintained by an appropriate security system contractor (currently Security 1 Ltd)

### System Review

The CCTV system will be reviewed in July 2020.

### Policy Review

This Policy will be reviewed annually at the Norton Village Hall’s Annual General Meeting.

Reviewed: March 2020