

## **Wood Norton Village Hall CCTV Policy**

### **Statement**

The Trustees of Wood Norton Village Hall (The Trustees) take full responsibility for the management and operation of the CCTV system.

### **The purpose of the policy is to:**

- maintain the security of the premises,
- deter, detect and prevent crime, vandalism and anti-social behaviour,
- help provide a safe and secure environment for visitors, users, volunteers, staff, hirers, and contractors.

The system will not be used to invade the privacy of any individual. Six cameras are installed in total. Four cameras are installed and positioned to record the activity inside the Village Hall:

- one in the foyer
- one in the committee room
- two in the main hall

Two cameras are positioned to record the activity around the outside of the Village Hall:

- covering the car park and entrance
- covering the rear of the hall.

Hirers of the Village Hall will be informed of the existence of the cameras in the standard conditions of hire.

### **Codes of Practice:**

- This policy works in conjunction with our Data Protection Policy.
- This policy reflects the code of practice and other guidance issued by the Information Commissioner (ICO) and the Data Protection Act 2018.

### **Control and Management of the CCTV System:**

- The CCTV system comprises of six cameras and a Digital Video Recorder.
- CCTV images are recorded on a secure, password protected control unit, and deleted after a 30-day period, unless there is a valid reason to hold these images for longer (e.g. whilst an investigation takes place or at the request of the Police).
- Access to any CCTV recordings is limited to the Trustees, persons approved by the Trustees, the Police or our Insurers. The Police are permitted access to recorded material if they have reason to believe that such access is necessary to investigate, detect or prevent crime.
- No public access will be allowed to the camera images except for lawful, proper purposes with approval of the Chair of the Wood Norton Village Hall.
- CCTV images will only be accessed by authorised personnel in the event of an incident requiring review and investigation, or during routine system testing.
- On reviewing CCTV recordings precautions will be taken to protect the rights and privacy of the individuals whose images have been recorded.

- Individuals may apply for CCTV footage to be reviewed by the Trustees when a crime or incident has occurred and there is a reasonable likelihood that the event or incident was captured by the CCTV system.

### **Your Data Rights**

You have the right to access your personal information. Information regarding this, and how to exercise your rights in this regard, can be found on the Information Commissioner's Office website at <https://ico.org.uk/>.

This policy will be reviewed on an biennial basis.

*Approved by the Trustees of the Wood Norton Village Hall 4<sup>th</sup> October 2022*

*Reviewed May 2026*

*Next review: May 2028*