



CCTV Policy and Procedure

Version	2.00
Agreed by	Brockenhurst Village Trust Board
Date ratified	March 2025
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Related documents	Privacy Policy

Policy Document Review Table

Date of Review	Reviewed By	Key Changes Made
20/03/2025	Trustee Board	NA

1. Purpose of this policy and procedure

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

1.1. The purposes of the CCTV system are:

- To maintain the security of the premises
- To deter and prevent crime and antisocial behaviour
- To provide a safe and secure environment for staff, volunteers, visitors and hirers
- To assist law Enforcement Agencies to carry out their lawful duties.

2. Application

2.1. This policy and procedure apply to all Trustees, members, staff, users and hirers, volunteers, visitors and the public who have access to:

2.1.1. activities held on the village hall site.

2.1.2. parking for any village hall activities:

2.1.3. any outside area of the site, including car park, scout hut, multiuse games area (MUGA), the breakout shelter.

3. Definitions used in this policy

3.1. Antisocial behaviour (ASB) "ASB covers a wide range of unacceptable activity that causes harm to an individual, to their community, or to their environment. Examples of ASB include vandalism, graffiti, street drinking, littering or dumping of rubbish". Police uk website.

4. Policy statement

Brockenhurst Village Trust will ensure the CCTV system is used in accordance with this policy, in order to carry out its day to day operations, to meet its objectives and to comply with legal obligations. The system is used for the prevention and detection of crime, safeguarding volunteers and visitors, and ensuring compliance with health and safety

5. Principles

5.1. "Surveillance camera systems are deployed extensively within England and Wales. Where used appropriately, these systems are valuable tools which contribute to public safety and security and in protecting both people and property."

5.2. "The government is fully supportive of the use of overt surveillance cameras in a public place whenever that use is: in pursuit of a legitimate aim; necessary to meet a pressing need; proportionate; effective .and compliant with any relevant legal obligations".
Home office Surveillance Camera code of practice.

6. Responsibilities

6.1. The Brockenhurst Village Trust has responsibility for the control of images and decisions on how the CCTV system is used. Day to day operational responsibility rests with the Operations Manager and Chair of Brockenhurst Village Trust.

7. Procedure

7.1 Cameras are located at strategic points throughout the site, principally at the entrance and exit points. The Brockenhurst Village Trust has positioned the cameras so that they only cover communal or public areas on the premises and they have been sited so that they provide clear images.

All cameras are also clearly visible.

Appropriate signs are prominently displayed so that all employees, users, volunteers and public are aware they are entering an area covered by CCTV.

Images are recorded digitally and stored automatically for up to 4 weeks on a recorder which is secured in a designated secure cupboard in the hall.

Sound is not recorded.

7.2 The CCTV system is serviced annually and maintained as necessary by an appropriate security system contractor (currently Capstan Security Ltd).

7.3 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 shall be 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 the data controller for the copy they hold.

7.4 Subject Access requests.

Requests for access should be made by email or in writing to Brockenhurst Village Trust, providing enough detail for the images on the system to be readily accessed, including date, time and location. Any request by an individual member of the public, for access only to view their own recorded image, must be made before the erasure period expires.

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.

8. Useful information

8.1. The Information Commissioner's Office (ICO) code of practice "In the picture: A data protection code of practice for surveillance cameras and personal information".