

Hillsborough Scout & Community Hall Group

CCTV Privacy Notice

This document outlines why CCTV is used, how footage is handled, and how we keep everyone safe.

Author and Owner: Hillsborough Scout & Community Hall Group Ltd

Location: 2A Ballynahinch Road, Hillsborough. BT26 6AR

Review Cycle: Annual or sooner if the system changes

Data Controller: Hillsborough Scout & Community Hall Group Ltd

Contents

Why we use CCTV.....3

What we collect.....3

Lawful basis3

Who controls the data4

How long we keep footage.....4

Who can access the footage.....4

Your rights5

Security of the system.....5

Signage and transparency6

Review6

Why we use CCTV

We use CCTV to help keep everyone safe. The system protects children, volunteers, parents, visitors, and the property, and helps us meet safeguarding and insurance requirements.

CCTV may be used to:

- Prevent or investigate vandalism, theft, trespass, or anti-social behaviour
- Support safeguarding and child protection
- Assist with accident or incident review
- Secure the premises when unoccupied or during low activity

CCTV is in operation in certain inside and outside areas of the Hall.

There are no cameras in toilets, changing rooms, or private spaces.

Audio recording is disabled.

What we collect

- Visual footage only
 - No sound recording
 - No biometric or facial recognition technology
-

Lawful basis

We rely on **Legitimate Interests – Article 6(1)(f) UK GDPR** to operate CCTV for:

- Safety and safeguarding
 - Security of the building and grounds
-

- Investigating incidents
 - Insurance and legal compliance
-

Who controls the data

Data Controller:

Hillsborough Scout & Community Hall Committee

Chair: **Pete Lonton**

📍 Address: 2A Ballynahinch Road, Royal Hillsborough, BT26 6AR

✉ Email: enquiries.hschg@gmail.com

☎ Tel: 07940 582428

ICO Registration Reference: **ZA531201**

Registered with the Information Commissioner's Office

Date registered: 26 June 2019

Registration expires: 25 June 2026

How long we keep footage

- Footage is retained for up to **30 days**
 - It may be kept longer if needed for a police inquiry, legal matter, insurance claim or safeguarding case
 - Once no longer required, footage is securely deleted or automatically overwritten
-

Who can access the footage

Access is restricted to authorised members of the Hall Committee only.

Footage may be shared with:

- Police or emergency services
- Legal representatives
- Insurance providers

It will **never** be used for general behaviour monitoring, employee surveillance, or shared publicly/social media.

Your rights

You have the right to:

- Request access to CCTV footage in which you appear
- Request that we restrict or stop processing (where legally appropriate)
- Raise concerns or complaints with the **Information Commissioner's Office (ICO)**

Where footage contains other people, we may blur or mask those individuals before disclosure.

Security of the system

Our CCTV is installed and maintained by:

Make I.T. Work – Darian Barr

<https://www.mkit.work/>

Footage is stored securely using the **Hik-Connect** platform, which provides:

- Encrypted data transmission and secure access

-
- Strong passwords and multi-factor authentication
 - Regular system and firmware updates
 - Access logging and administrator controls

Audio is permanently disabled.

CCTV does not monitor private areas, toilets, or changing areas.

Signage and transparency

Clear CCTV signage is displayed:

- At main entrances
- Inside the Hall
- In outdoor monitored areas

This Privacy Notice is available upon request and may be displayed publicly.

Review

This notice is reviewed annually or sooner if the system, legislation, or safeguarding requirements change.