

Hillsborough Scout & Community Hall Group

CCTV Policy

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

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1. Introduction

Hillsborough Scout & Community Hall (the “Hall”) is a community venue serving a wide range of local user groups. CCTV is used to protect the safety of users, volunteers, visitors, and property while respecting individual privacy and complying with data protection legislation.

This policy outlines the purpose, operation, responsibilities, and safeguards associated with CCTV use at the Hall.

2. Purpose of CCTV Surveillance

The CCTV system is operated for the following purposes:

- To enhance the safety and security of visitors, volunteers, hirers, and children
- To deter and investigate vandalism, theft, trespass, or anti-social behaviour
- To support safeguarding requirements
- To assist in reviewing incidents, accidents, or insurance claims
- To secure the premises during periods of low activity or when unoccupied

The CCTV system will **not** be used for general behaviour monitoring beyond safety and security needs.

3. Scope of Coverage

Cameras are positioned internally and externally to provide coverage of key access points, communal spaces, and building perimeters.

Areas monitored may include:

- Entrances/exits
- Foyer and hallways
- Main hall
- Meeting room
- Kitchen (general areas only)
- Equipment store and cleaner store hallway
- Car parks, side alleys, back garden and external grounds

CCTV does NOT operate in:

- Toilets
- Changing areas
- Private rooms or intimate spaces
- Offices or staff rooms

Audio is disabled system-wide.

4. Data Storage, Security & Retention

- Footage normally retained **21–30 days**
 - Extended retention only for incidents, police/legal requests, safeguarding or insurance review
 - Footage securely deleted and overwritten after retention
 - Digital storage protected by encryption, secure access, and password controls
 - Access logs maintained
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5. Access & Use of Footage

Authorised members of the Hall Committee may access footage for:

- Safeguarding or security purposes
- Incident/accident investigation
- Lawful requests from police or legal authorities
- Insurance claims

Footage will **not** be used for staff monitoring, general user behaviour tracking, or any public or social media release. Misuse is a disciplinary and/or criminal matter.

6. Privacy, Transparency & Signage

- CCTV signage is displayed at entrances and on noticeboards
 - Monitoring is restricted to places where surveillance is reasonably expected
 - No cameras capture neighbouring private space
 - The Hall complies with UK GDPR, the Data Protection Act 2018, and the Surveillance Camera Code of Practice
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7. Subject Access Requests (SAR)

Individuals may request footage in which they appear.

- Requests must be made in writing to the Hall Committee
- Footage may be edited or redacted to protect others

- Requests can be refused where disclosure risks privacy or security
 - Requests will be responded to within legal timeframes
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8. Sharing Footage with Third Parties

Footage may be shared with:

- Police or emergency services
- Legal representatives for proceedings
- Insurance providers for valid claims

No other sharing is permitted.

9. Maintenance, Testing & System Review

- Cameras and software are inspected and maintained to ensure reliable operation
 - System faults will be addressed promptly
 - Annual review covers camera placement, signage, retention, access controls, and compliance
 - Reviews may be sooner if equipment or layout changes occur
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10. System Installer & Technical Provider

The CCTV system was installed and is maintained by:

Make I.T. Work – Darian Barr

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

The Hall may contact the installer for maintenance, troubleshooting, configuration support, or software/platform updates. All system changes must be approved by the Hall Committee.

11. Platform & Security (Hik / Hik-Connect)

The Hall operates a **Hik** CCTV system using the **Hik-Connect** platform for secure storage and authorised access.

Security measures include:

- Encrypted transmission and secure remote access
- Strong passwords and multi-factor authentication for administrator accounts
- Role-based permissions
- Firmware kept up-to-date
- Default/unused system functions disabled
- Audio disabled across the system

The Committee will monitor platform updates, vendor security advisories, and published accreditations or certifications (e.g., cybersecurity standards), and record these in the Hall compliance pack.

12. Breaches or Complaints

Concerns about CCTV usage or data rights should be reported to the Hall Committee. Any data breach involving CCTV footage will be handled under GDPR and the Data Protection Act, with ICO notification if required.

13. Policy Review & Updates

This policy will be reviewed annually or sooner if:

- The Hall layout changes
- Legal requirements change
- New cameras or technology are introduced
- Safeguarding or security risks change

Changes must be approved by the Hall Committee.

14. Contact Information

Hillsborough Scout & Community Hall Committee

2 Ballynahinch Road, Royal Hillsborough, BT26 6AR

Email: enquiries.hschg@gmail.com

15. Acknowledgement

By hiring or using the Hall, users acknowledge that CCTV is in operation for the purposes outlined in this policy.

16. Summary

The Hall uses CCTV to keep people safe and protect the building. Cameras record some inside and outside areas, but **never** private spaces like toilets or changing rooms, and **no audio is recorded**.

Footage is kept for about 21–30 days, then deleted unless needed for an investigation. Only authorised Committee members can view footage, and it will only be shared with police, insurers, or legal authorities when required.

Signs are displayed to let everyone know CCTV is in use. Anyone can request footage of themselves, subject to legal safeguards.

The system is maintained by **Make I.T. Work (Darian Barr)** and stored securely on the **Hik-Connect** platform using encryption, strong passwords, and modern security standards.

In simple terms:

- CCTV is there for **safety, security, and safeguarding**
 - **No private areas are recorded**
 - **Footage is protected and tightly controlled**
 - **We follow UK GDPR and the Data Protection Act**
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17. Conclusion

CCTV at Hillsborough Scout & Community Hall is operated responsibly, respectfully, and in full alignment with safeguarding, security, and data protection laws. The system is proportionate, limited in scope, and carefully managed to minimise intrusion while maximising safety.

The Committee ensures:

- cameras are correctly located and maintained
- access is restricted and accountable
- footage is securely stored and safely deleted
- signage and transparency are provided
- rights requests are honoured
- annual reviews maintain compliance

The legitimate interests of those using the Hall — especially children and vulnerable groups — outweigh the limited privacy impact of video-only CCTV in shared spaces. The Hall will continue to review best practice, legal requirements, and vendor security standards to ensure the system remains safe, lawful, and fit for purpose.