



# RAMSEY MERESIDE VILLAGE HALL



Registered Charity Number 1202644

## CCTV Policy

Updated April 2024

Closed circuit television (CCTV) is installed at Ramsey Mereside 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 behaviour
- to provide a safe and secure environment for visitors and hirers
- to assist Law Enforcement Agencies to carry out their lawful duties

### Lawful basis for processing

The CCTV system is used in accordance with the Ramsey Mereside Village Hall CIO Data Protection Policy, in order to carry out its day-to-day operations, to meet its objectives and to comply with legal obligations. In particular the system is used for the prevention and detection of crime, safeguarding volunteers and visitors, and ensuring compliance with health and safety and other relevant policies and procedures.

### Scope

Cameras are sited:

1. Inside the hall overlooking the dance floor
2. Entrance hall
3. Overlooking the carpark facing the entrance bollards
4. Overlooking the back wall away from the air source heat pump
5. Inside the bar (fisheye)
6. Overlooking the entrance looking towards the nature garden
7. Facing down the path to Chandlers Way
8. Facing the nature garden
9. Overlooking the side of the hall and the football pitch
10. Overlooking the car park towards the bin stand
11. Facing the picnic area
12. Overlooking the air source heat pump and the back of the container
13. Overlooking the side of the hall towards Chandlers way
14. Overlooking the front of the hall facing the disabled car park
15. Overlooking the car park
16. Inside the hall covering the pool table and the entrance to the kitchen

Images are recorded digitally and stored automatically for up to 4 weeks on a recorder which is secured in a designated secure position in the hall. Use of remote access is restricted to village hall committee members with specific authorisation; currently this is limited to the committee chairperson, safeguarding lead, vice chair and Treasurer.

### **Management**

The committee of Ramsey Mereside Village Hall CIO has responsibility for the control of images and decisions on how the CCTV system is used. Day-to-day operational responsibility rests with the committee chairperson and any committee member(s) nominated by the committee. The committee supports the Surveillance Camera Code of Practice, RMVH Data Protection Policy Appendix A SCCoP.

### **Maintenance**

The CCTV system is maintained as necessary by the Ramsey Mereside Village Hall CIO committee including an annual check on the technology.

### **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 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 or in writing to Ramsey Mereside Village Hall CIO, 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.

A fee may be charged for an access request, depending on circumstances.

Date Adopted: April 2024

Signed:

Policy to be reviewed on: June 2025