



CCTV Policy - Bottesford Victory Commemoration Hall

1. Introduction

This Policy controls the management, operation, use and confidentiality of the CCTV cameras located on, and owned by Bottesford Victory Commemoration Hall (charity number 521396).

This policy reflects the code of practice and other guidance issued by the Information Commissioner (updated version 23 June 2023). This policy will be subject to periodic review by the Trustees to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements. The Trustees have ensured this policy reflects the principles of the 2018 UK Data Protection Act & the General Data Protection Regulations.

2. Purpose and Scope of Operation

The purpose of the CCTV, located on the outside of the building only, is to maintain the security of the premises, to deter, detect and prevent crime, vandalism and anti-social behaviour, to help provide a safe and secure environment for volunteers, staff, hirers, visitors and contractors.

3. Responsibility for the System

The Management Committee of the Victory Commemoration Hall are responsible for the management and operation of the system, which will be reviewed annually. Contact chair@vchall.org.uk.

4. Control and Operation of the System

The CCTV system is operated by trained individuals using authorised access devices. Passwords and access codes for the camera are stored securely and never disclosed.

No public access is allowed to the camera images except for lawful, proper purposes.

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. Any visit by the Police to view images is logged by the CCTV Operator.

The CCTV Operator regularly checks the accuracy of the date/time displayed. Records of these checks are retained.

Any digital records retained are securely stored to comply with data protection laws.

5. How long do we keep Data

All camera recordings are overwritten after 28 days.