

Hawkesbury Hospital Hall

Charity Number 1176993

CCTV Policy Document

This policy has been adopted by Hawkesbury Hospital Hall Management Committee at a meeting on Monday 17th March 2023. The Committee are responsible for its review bi-annually.

Date: April 20213

Review Date : April 2025

Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV system located in Hawkesbury Hospital Hall and owned by the Hall.

It was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000). This policy will be subject to periodic review by the Hall Committee to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

The Committee accepts the principles of the 1998 Act based on the Data Protection Principles as follows:

- data must be fairly and lawfully processed
- processed for limited purposes and not in any manner incompatible with those purposes
- adequate, relevant and not excessive
- accurate
- not kept for longer than is necessary
- processed in accordance with individuals' rights
- secure

Statement of Purpose

To provide a safe and secure environment for the benefit of volunteers, staff, hirers and visitors to the Hall and associated recreation area. We take people's right to privacy seriously: the system will not be used to invade the privacy of any individual, except when carried out in accordance with the law. Recordings are NOT monitored and are not reviewed unless there is a justifiable reason.

The scheme will be used for the following purposes:

- to reduce the fear of crime by persons using the Hall facilities so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups;
- to deter potential dog fouling around the Hall and the playing field
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder
- to assist the police, the Committee and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws
- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display outside the Hall
- to assist all "emergency services" to carry out their lawful duties

Changes to the Purpose or Policy

A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion at Hall Committee meeting(s) and resolution at full Committee meeting.

This Policy, the suitability of the CCTV system and its effectiveness will be reviewed on an Bi-Annual basis.

Responsibilities of the Owners of the Scheme

The Hawkesbury Hospital Hall retains overall responsibility for the scheme. Contact details can be found on our website: www.village-hall.org.

Management of the System

Day-to-day operational responsibility rests with the Hall Committee.

Individuals will be made aware of areas where CCTV is in operation through signage which will be displayed at appropriate points.

The CCTV system is located in the locked Hall office and the system is password protected both at source and when remote access is used.

The Password to the CCTV system is held by the Committee Chair and CCTV System Manager.

The system is used for Crime Prevention and is therefore registered with the Data Protection Commissioner.

Breaches of this policy will be investigated by the Committee, and if appropriate will be referred to the relevant law enforcement agency.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference in the secure recording area.

Control and Operation of the Cameras, Monitors and Systems.

The following points must be understood and strictly observed by operators:

1. Operators must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
2. The position of cameras and monitors have been agreed following consultation with the Hall Committee.
3. No images will be viewed except for lawful, proper and without good reason. The CCTV system is able to generate a log of when images are viewed. This includes the date and who the system was accessed by. This log will be reviewed at monthly committee meetings.
4. The Police are permitted access to recording media if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the Hall to review and confirm the Committee's operation of CCTV arrangements. Any visit by the Police to view images will be logged by the CCTV System Manager or Committee Chair.
5. The CCTV System Manager should regularly check the accuracy of the date/time displayed.
6. Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Digital images will be erased after a period of 30 days, except when they need to be retained for longer for a good reason such as when an incident has been identified.

7. Images will not be supplied to the media, except on the advice of the police if it is deemed to be in the public interest.
8. As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any extracted data that is handed to a police officer should be signed for by the police officer and information logged to identify the recording, and showing the officer's name and police station. The log should also show when such information is returned to the Committee by the police and/or the outcome of its use.
9. Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Nos. if appropriate, and the Committee notified at the next available opportunity.
10. Any damage to equipment or malfunction discovered by the Committee should be reported immediately to the person responsible for maintenance, and the call logged showing the outcome. When a repair has been made this should also be logged showing the date and time of completion.
11. Any request by an individual member of the public for access to their own recorded image must be made on an 'Access Request Form' and is subject to a standard fee. Forms are available from the Committee and will be submitted to the Committee for consideration and reply, normally within 10 days.

Accountability

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Committee providing it does not breach security needs.

The Police will be informed of the installation and provided with a copy of this CCTV Policy.

Any written concerns or complaints regarding the use of the system will be considered by the Committee, in line with the existing complaints policy.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES. Any incidents where the Policy is not complied with will be reviewed by the Officers of the Committee and if appropriate, referred to the relevant law enforcement organisation.

ACCESS REQUEST FORM – CCTV IMAGES

Date of Recording:	Place of Recording:	Time of Recording:	
Applicants Name and Address Post Code: Tel. No:		Description of Applicant and any distinguishing features (e.g. clothing) A recent photograph may be necessary to aid identification.	
Reason for request – <i>Continue overleaf if necessary</i>			
Received by:	Clerk's Signature	Date Received	Time Received
Fee Charged / N.A.	Fee Paid:	Request Approved YES/NO	Date Applicant Informed: