

## **Semington Village Hall CCTV Policy – 06/2025**

### Introduction

Semington Village Hall is a registered charity (no. 305566). Closed circuit television (CCTV) is installed at the village hall, covering the external publicly accessible areas around the building. No CCTV is installed within the village hall.

Images and audio from the CCTV cameras are recorded digitally and retained for a period of 4 weeks, after which time they are automatically deleted. The images are also visible on a monitor installed in the Village Hall bar area.

The CCTV system is the sole responsibility of the Semington Village Hall Management Committee. This document details the policies and procedures used to control the management, operation, use and security of the CCTV system.

### Purpose of the CCTV system

The CCTV system is deployed for a number of objectives, including but not limited to:

- to deter and prevent crime, vandalism and anti-social behaviour;
- to maintain the security of the Village Hall premises;
- to provide a safe and secure environment for Village Hall users (volunteers, staff, hirers, visitors and contractors);
- to assist Law Enforcement Agencies in the fulfilment of their lawful duties;
- to assist in the defence of any civil litigation involving the Village Hall.

### Data Protection

Use of the CCTV system falls within the scope of The Data Protection Act 2018 and The General Data Protection Regulation 2018. The Committees comply with the Information Commissioner's Office ("ICO") CCTV Code of Practice.

The "Data Controller" for the CCTV system is the Semington Village Hall Management Committee.

### Warning Signs

CCTV warning signs are clearly displayed throughout the Village Hall, including outside.

### Storage and Retention of CCTV recordings

Live CCTV images (but not audio) are displayed on a monitor in the bar area of the Village Hall. These are visible to bar staff, and to people in the vicinity of the serving areas on either side of the bar.

Recorded data is stored automatically for up to 4 weeks on a recorder which is secured within the restricted area of the Village Hall, and to which only members of the Village Hall Management Committee have access. Recorded data 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, recorded data 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 or a Subject Access Request has been made or time is required to enable the Law Enforcement Agencies to collect relevant images or the Law Enforcement Agencies 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. All retained images will be stored securely.

## Access to CCTV Images and Disclosure

Access to recorded images is restricted only to the Chair, Vice-Chair, Data Protection Lead of the Semington Village Hall Management Committee and to the on-duty Bar Manager, separately or jointly. Access to the CCTV recordings by them may occur at any time and for any reason. In accessing the CCTV recordings, they shall:

- maintain a written log of each access, including the date and time of access, the person/people accessing the CCTV recordings, the date and time of the accessed recording, the specific recording accessed, and the reason for the access;
- not save elsewhere any copy or part copy of any accessed recording;
- not forward electronically or otherwise any copy or part copy of any accessed recording;
- not allow any other person, except a Law Enforcement Agency employee operating under their lawful duty, to view or copy any accessed recording;
- not publish (e.g. on a poster or to social media) and copy or part copy of any accessed recording.

Disclosure of CCTV recordings will be controlled and consistent with the purpose(s) for which the CCTV system has been established. Disclosures of CCTV recordings may only be performed by the Chair or Vice-Chair of the Semington Village Hall Management Committee, and they shall:

- maintain a written log of each disclosure, including the date and time of disclosure, the person performing the disclosure, the date and time of the disclosed recording(s), the specific recording(s) disclosed, and details of the recipient of each disclosure and the justification for the disclosure;
- ensure that the method for disclosing CCTV recordings is secure to prevent receipt of access by unintended third parties;
- where feasible, obscure images in the disclosed recordings of irrelevant third parties to prevent their unnecessary identification.

Once a CCTV recording is disclosed, each recipient shall become data controller for the copy which they hold.

## Subject Access Requests

Individuals have the right to request access to CCTV footage relating to themselves under The General Data Protection Regulation.

All requests for access should be made by e-mail or in writing to the Semington Village Hall Management Committee, providing sufficient information to enable the footage relating to them to be identified, ie date, time and location. The Village Hall Management Committee will respond to subject access requests within 4 weeks of receiving the written request.

All requests for access and responses shall be logged. Semington Village Hall Management Committee reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

A fee of £10 may be charged for each Subject Access Request.

## Policy Review

This policy shall be reviewed annually by the Semington Village Hall Management Committee.