



HIGH WYCH MEMORIAL HALL CCTV Policy December 2019

1. Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system located at High Wych Memorial Hall. The hall is managed by the High Wych Memorial Hall Committee.

The policy was prepared after taking due account of the General Data Protection Regulations and the Data Protection Act 2018. 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.

2. Statement of Purpose

To provide a safe and secure environment for the benefit of those who might visit the hall and its curtilage. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law. The scheme will be used for the following purposes:

- to reduce the fear of crime by persons using facilities at the High Wych Memorial Hall, so they can enter and leave the building without fear of intimidation by individuals or groups;
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the Committee, the police 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 assist all “emergency services” to carry out their lawful duties.
- to deter potential offenders by publicly displaying the existence of CCTV by
 - having cameras clearly sited that are not hidden
 - clear signage in areas being monitored

3. Changes to the Purpose or Policy

The CCTV Policy may be discussed at meetings of the High Wych Memorial Hall Committee. Any major change that would have a significant impact on either the purpose of this policy or operation of the CCTV scheme will only take place after discussion and resolution at a High Wych Memorial Hall Committee meeting.

4. Responsibilities of the Owner of the Scheme

High Wych Memorial Hall Committee retains overall responsibility for the scheme.

CCTV Code of Practice

1. Management of the System

Day to day operational responsibility rests with the High Wych Memorial Hall Committee.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in an acceptable format for use at Court hearings. 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 areas.

2. Control and Operation of the Cameras, Monitors and Systems

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

- a) Trained operators must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
- b) No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the High Wych Memorial Hall Committee. The Police are permitted access to tapes and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are permitted to visit High Wych Memorial Hall to review and confirm the Committee's operation of CCTV by arrangement. Any visit by the Police to view images will be logged by the Committee.
- c) Operators should regularly check the accuracy of the date/time displayed.
- d) **Storage and Retention of Images**
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 21 days.
- e) Images will not normally be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. The Chairman of the Committee would inform Committee members of any such emergency.
- f) 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 images that are handed to a police officer should be signed for by the police officer and information logged to identify the recording and show the officer's name and police station. The log should also show when such information is returned to the Committee by the police and the outcome of its use.
- g) Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Numbers, if appropriate, and the Committee notified at the next available opportunity.
- h) Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Chairman of the Committee and recorded in the log. When a repair has been made, this should also be logged showing the date and time of completion.
- i) **Subject Access Requests**
Any request by an individual member of the public for access to their own recorded image must be



made on a CCTV Request Form and may be subject to a fee. Forms are available via the Hall web site or from within the Hall. Completed forms will be submitted to the Committee for consideration and reply, normally within one calendar month in line with the Committee's privacy statement and the General Data Protection Regulations and the Data Protection Act 2018.

3. 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.

4. Status

This policy was agreed in principal on 20th December 2019 and fully adopted at a meeting of the High Wych Memorial Hall Committee on 13th January 2020.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.