



Damerham Village Hall

DAMERHAM VILLAGE HALL CCTV POLICY

Introduction

Damerham Village Hall ("DVH") is a registered charity, number 301798.

Closed circuit television ("CCTV") is installed at DVH. Cameras are located at various places on the premises. Images from the cameras may be viewed in real time, and recordings are stored digitally and then automatically recorded over after approximately seven days.

This document details the policy and procedures used to control the management, operation, use and confidentiality of the CCTV system.

Purpose & Objectives

1 The purposes and objectives of the CCTV system are:

- to maintain the security of the premises
- to deter, detect and prevent crime, vandalism and anti-social behaviour
- to provide a safe and secure environment for volunteers, staff, hirers, visitors and contractors
- to assist Law Enforcement Agencies to carry out their lawful duties.

2 This use of CCTV falls within the scope of The Data Protection Act 2018 and The General Data Protection Regulation 2018. DVH complies with the Information Commissioner's Office ("ICO") CCTV Code of Practice ([which can be found here](#)) to ensure that it is used responsibly.

Warning Signs

CCTV warning signs are clearly and prominently displayed at DVH's Main Entrance Door, in the car park, and around the perimeter of the property. These signs include details of the "Data Controller" who has overall responsibility for the system.

Siting the Cameras and Coverage

The planning and design has endeavoured to ensure that the CCTV system gives maximum effectiveness for the purposes of security, while still ensuring quiet enjoyment of the hall premises. It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Cameras have been sited carefully so that they only capture images relevant to the purposes for which they are installed (described in "Purpose" above). Care has been taken to ensure that reasonable privacy expectations are not violated. Every



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effort has been made by DVH to position cameras so that their coverage is restricted to the DVH premises, but which may include public areas.

The cameras are sited on (a) the corner of the porch above the main entrance, (b) at the rear corner externally to view the rear access, (c) the corner overlooking the car park and plant room (d) inside the front door, covering the hallway area.

Storage and Retention of CCTV images

Recorded data is stored automatically for up to seven days on a recorder which is secured within DVH and to which only the DVH caretaker or members of the DVH 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 seven days. On occasion, images may need to be retained longer. 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 ongoing crime investigation. All retained images will be stored securely.

Access to CCTV Images and Disclosure

Access to recorded images is restricted to members of the DVH Management Committee, all of whom are deemed by The Charity Commission to be legal Trustees of DVH, and to the DVH caretaker. Disclosure of information will be controlled and consistent with the purpose(s) for which the CCTV system has been established. Once information is disclosed to a law enforcement agency, they will become data controller for the copy which they hold.

The following guidelines will be adhered to in relation to the disclosure of images:

- a) The disclosure of images will be in line with the above Objectives and will be controlled under the supervision of the DVH management committee;
- b) A log will be maintained itemising the date, time(s), camera, person copying, person receiving and reason for the disclosure;
- c) The appropriate disclosure documentation from the law enforcement agencies will be filed for future reference;
- d) Images will not be forwarded to the media for entertainment purposes or be placed on the internet;
- e) Images will not be copied in any way, eg photographed, downloaded or printed for use other than described in the objectives;
- f) Images will only be released to the media for identification purposes in liaison with the law enforcement agencies;



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- g) The method of disclosing images will be secure to ensure that they are only seen by the intended recipient;
- h) Images of third parties not relevant to the investigation will be obscured where possible to prevent unnecessary identification.

Subject Access Requests

Individuals have the right to request access to CCTV footage relating to themselves under The General Data Protection Regulation, in line with the DVH privacy policy.

All requests for access should be made by e-mail to info@damerham.org, providing sufficient information to enable the relevant footage to be identified, ie date, time and location as a minimum. All requests must be made within one week of the date of the event about which the individual is concerned. DVH will respond to requests within four weeks of receiving the written request.

All requests for access are recorded. If disclosure is denied, the reason will be documented and the individual will be informed within at least 4 weeks of the reason and their right to complain to a statutory authority. DVH reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

An administration fee may be charged for a Subject Access Request.

Complaints

Enquiries or complaints about the operation of DVH's CCTV system should be directed to the DVH caretaker at info@damerham.org.

Review

This policy will be reviewed at least annually by the DVH Management Committee or when new legislation requires this policy to be updated. The CCTV Notice appended to this policy forms a checklist for the DVH Management Committee to use and is displayed on the noticeboard in the DVH lobby to provide assurances on the proper use of CCTV to volunteers, staff, hirers, visitors and contractors.



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CCTV NOTICE

The CCTV system installed at Damerham Village Hall ("DVH") and the images produced by it are controlled by the DVH Management Committee which is responsible for how the system is used. Day-to-day operational responsibility lies with the DVH caretaker who reports directly to the DVH Management Committee.

The DVH Management Committee has considered the need for using CCTV and has decided that it is required for the prevention and detection of crime and for protecting the safety and security of DVH volunteers, staff, hirers, visitors and contractors. It will not be used for other purposes and an annual review of the use of CCTV will be conducted.

Date of Review: 1st September 2025

Date of Next Review: September 2026