

# SHOREHAM VILLAGE HALL

*a charitable trust est. 1924, registered charity no 302840*

## **CCTV Policy**

Issued: 10 December 2025

Review date: 15 December 2028

### **General Policy Statement**

The Closed Circuit Television (CCTV) system installed at Shoreham Village Hall is the responsibility of the Shoreham Village Hall Management Committee (hereafter referred to as 'The Committee'). The Committee comprises the Trustees of the Hall plus others co-opted to fulfil specific roles.

It is the intention of the Committee to comply with all its statutory obligations relating to the use of CCTV.

### **Introduction**

Closed circuit television ("CCTV") is installed at Shoreham Village Hall. Cameras are located at various places on the premises and images from the cameras are recorded digitally and then automatically recorded over after approximately one month. This document details the policy and procedures used to control the management, operation, use and confidentiality of the CCTV system.

### **Purpose & Objectives**

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 behavior

To assist law enforcement agencies to carry out their duties

### **Data Protection**

This use of CCTV falls within the scope of The Data Protection Act 2018 and The General Data Protection Regulation 2018. The Committee complies with the Information Commissioner's Office ("ICO") CCTV Code of Practice.

### **Warning Signs**

CCTV warning signs are clearly displayed on the main entrance door and hall.

### **Siting of Cameras and Coverage**

The CCTV system covers the entire outside perimeter of the building and the entrance hall

### **Storage and Retention of CCTV images**

Recorded data is stored automatically for approximately a month on a recorder in a secure location. Only Committee members have access to it.

Normally, recorded data will not be retained for longer than a month. On occasion, images may need to be retained longer where, for example, an incident has been identified or a

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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 to members of the Committee. Disclosure of information will be controlled and consistent with the purposes 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.

## 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 Committee providing sufficient information to enable the footage relating to them to be identified, i.e. date, time and location. The Committee will respond to requests within 4 weeks of receiving the written request.

All requests for access are recorded. If disclosure is denied, the reason is documented and the individual will be informed within at least 4 weeks of the reason and their right to complain to a statutory authority. The 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 a Subject Access Request, depending on circumstances.

Signed on behalf of the Committee of Management:

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Peter Kasch, Chair

10 December 2025