

Evercreech Village Hall

CCTV Policy

CCTV has been installed on the outside of the Village Hall to provide a safe and secure environment for users, members of the public and to prevent loss or damage to the Hall.

The Village Hall Trustees have followed the guidance on the Information Commissioners Office (ICO) CCTV web site to ensure that it is used responsibly.

The CCTV system comprises cameras and a digital video recorder covering some of the rear car park, the access road to the car park and the alleyway on the northern side including the rear entrance. CCTV cameras are only sited so they capture images relevant to the purposes for which they are intended and are directly connected not accessible by the WiFi. The system does not have any audio recording capability.

CCTV images will be automatically recorded on a secure, password protected control unit, and shall be automatically deleted after 10 days, unless there is a valid reason to store these images for longer whilst any investigations take place. Other than for routine testing purposes, real time CCTV images will not be monitored unless it is thought that an incident is happening at that time and recorded CCTV images will normally be accessed by managing Committee members only in the event of a qualifying incident or during routine system testing. Access to any recordings is limited to the managing Committee members, the Police, our Insurance Company (if required), and other parties for the purposes of our security and safety only.

At all times precautions will be taken to protect the rights of the people whose images have been recorded. Individuals may apply for CCTV footage to be reviewed when a crime or incident has occurred and there is a reasonable likelihood that the event or incident was captured by the CCTV system. Any requests to access images, concerns or complaints can emailed to the managing Committee at CCTV@evercreechvillagehall.org.uk.

Any requests will be reviewed in line with this policy and full reasons will be provided if a request is declined. Notices are displayed outside of the building to inform people of the presence of the CCTV system.