

# Gargrave Village Hall CCTV

As of January, 2024, CCTV has been installed within Gargrave Village Hall for, inter alia, the purposes of safety and security and to reduce crime and anti-social activity.

The purposes and objectives of the CCTV system are, inter alia:

- 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, users, visitors and contractors,
- to assist Law Enforcement Agencies to carry out their lawful duties.

The use of the CCTV system and its associated images are governed by the General Data Protection Regulation (GDPR). This policy outlines Gargrave Village Hall's use of CCTV and how it complies with GDPR.

Gargrave Village Hall Trustees and Gargrave Village Hall Management Committee comply with the Information Commissioners Office (ICO) CCTV Code of Practice to ensure that it is used responsibly. This code of practice is published on the ICO Website.

The CCTV system comprises of 10 cameras and a digital video recorder. Outside, three cameras cover the car park on the north side of the main building, one covers the main entrance outside and one covers the south side of the main building leading to the kitchen door and the snooker room. One camera is located in the foyer, one at the rear of the main hall, one in the café area, one backstage and one in the snooker room. Notices are displayed outside and inside the building to inform people of the presence of the CCTV system.

The planning and design has endeavoured to ensure that the CCTV system gives maximum effectiveness and efficiency but 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 and care has been taken to ensure that reasonable privacy expectations are not violated. Every effort has been made by Gargrave Village Hall to position cameras so that their coverage is restricted to Gargrave Village Hall premises which cover public areas. However, given the use to which certain public rooms are put at differing times of the year, no coverage is made of those rooms. The system is not intended to be used to invade the privacy of any individual or individuals.

CCTV images are automatically recorded on a secure, password protected control unit and stored in the cloud. These images are automatically deleted every 31 days unless there is a valid reason to securely hold these images for longer whilst any investigations take place. 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. CCTV cameras are only sited so they capture images relevant to the purposes for which they are intended. Should any person or persons cover any camera lens without authority agreed in advance, that person or persons may be subject to exclusion from Gargrave Village Hall.

Other than for routine testing purposes, real time CCTV images are not monitored unless it is thought that an incident is happening at that time and recorded CCTV images will normally be accessed only by authorised personnel and only in the event of a qualifying incident or during routine system testing. Gargrave Village Hall authorised personnel are all trustees or members of the Gargrave Village Hall Management Committee.

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Access to any recordings is limited to the Trustees, the police, our insurer's loss adjustors (the latter for the purposes of establishing any losses) and legitimate other parties for the purposes of our security and safety only. At all times appropriate precautions will be taken to protect the rights of the people whose images have been recorded. Sound is not recorded. Images shall not be disclosed other than in accordance with this policy or for legitimate law enforcement purposes.

The system will be only operated by authorised individuals using authorised access devices.

Passwords and access codes for the camera are stored securely and never disclosed.

No public access will be allowed to the camera images except for lawful, proper purposes.

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 can be made in writing to Gargrave Village Hall Management Committee or via email to [bookings@gargravevillagehall.org.uk](mailto:bookings@gargravevillagehall.org.uk) providing sufficient information to enable the footage relating to them to be identified, i.e. date, time, location and reason. Gargrave Village Hall will respond to requests within 4 weeks of receiving the written or emailed request.

Requests include Subject Access Requests as part of GDPR and all requests will be reviewed in line with this policy. Reasons will be provided if any request is declined. A fee of £10 may be charged for a Subject Access Request, depending on circumstances.

The treasurer is the prime person with responsibility for the CCTV system and can be contacted at [accounts@gargravevillagehall.org.uk](mailto:accounts@gargravevillagehall.org.uk) and will handle any concerns or complaints regarding the system.

January, 2024