

Longparish Village Hall

Registered Charity Number 301877

CCTV Policy

1. Introduction

This Policy controls the management, operation, use and confidentiality of the CCTV cameras located in the car park behind Longparish Village Hall [and the camera in the car park across the road by Church Farm Cottage].

The policy was prepared after taking due account of the Code of Practice published by the Information Commissioner (May 2015). This policy will be subject to periodic review by Longparish Village Hall Committee to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

The Committee accepts the principles of the 1998 Act based on the Data Protection Principles as follows:

- data must be fairly and lawfully processed
- processed for limited purposes and not in any manner incompatible with those purposes
- adequate, relevant and not excessive
- accurate
- not kept for longer than is necessary
- processed in accordance with individuals' rights
- secure

2. Statement of Purpose and Scope of Operation

The purpose of the cameras is to prevent crime, theft and anti-social behaviour in the car park[s].

Three cameras are installed in the car park behind the hall. Two cover the parking spaces and the third covers the driveway. [In the other car park there is one camera mounted on the telegraph pole by the garden of the cottage.] The range of all four cameras do not extend to the public highway or the cemetery next door to the hall.

The system records continuously and has motion sensors. This makes it easier to review any footage as it is possible to skip easily from motion event to motion event. It records video (no audio) in high quality continuously and images are retained for 28 days.

3. Responsibilities of the Owners of the Scheme

Longparish Parish Council are the tenants of both car parks and responsibility for the management and operation of the system is devolved to Longparish Village Hall Committee. Any major change that would have a significant impact on either the purpose, scope or policy of operation of the CCTV system will take place only after discussion at a Committee meeting and after consultation with the Parish Council. This change would then be incorporated into this policy.

Notices informing car park users of the CCTV operations and how to contact the operators are posted on the front wall of the Village Hall next to the letterbox and on the cemetery fence facing the car park behind the hall. [In the car park across the road there is one on the fence by the pedestrian exit and one by the main entrance].

4. Management of the System and Accountability

Images will only be viewed in the event of an investigation by any two of the personnel authorised by the Village Hall Committee. They will only be given to interested parties who have reasonable cause for acquiring such images and a fee of £10 will be charged for them. The Committee will consider each request on its merits and only provide data if there is reasonable cause for such distribution. Images will be available to the Police at any time.

The system is operated from a device which is kept locked. Access is restricted to personnel authorised by the Village Hall Committee.

This policy was adopted by Longparish Village Hall Committee at its meeting on 11 August 2020 and will be reviewed annually at the committee meeting after the AGM.