

## **CCTV Policy Glendaruel Village Hall**

The purpose of this policy is to regulate the management and operation of the Closed Circuit Television (CCTV) System at the entrance of The Glendaruel Village Hall. It also serves as a notice and a guide to all members of the public regarding their rights in relation to personal data recorded via the CCTV system ('the System'). The System is administered and managed by the Glendaruel Village Hall Committee who act as the Data Controller.

One secure fixed camera is plain sight of the halls main entrance.

No covert monitoring or monitoring of private property outside the halls grounds is recorded.

The Committee's purpose of using the System is set out below and, having fully considered the privacy rights of individuals, Committee believes these purposes are all in its legitimate interest. Data captured for the purposes below will not be used for any commercial purpose.

This policy applies to all those who enter the hall and whose image may be captured by the system, no facial recognition software is used and no audio recording is made. This policy is available on the Halls website.

Objectives of the CCTV System is to

1. To protect all users and members of the public with regard to their personal safety.
  2. To protect the building and equipment
  3. To support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders.
- The Hall does not have any interior camera locations.
  - Adequate signage has been placed in prominent positions
  - No images will be captured from internal areas
  - Images of public spaces captured is limited to the Halls exterior entrance.
  - The System is operational 24 hours a day.
  - Footage Data is stored on a remote server.
  - No other user data is stored in connection with the CCTV system
  - Images will be stored for 14 days, and automatically deleted unless the Village Hall Committee considers it reasonably necessary for the pursuit of the objectives outlined above, or if lawfully required by an appropriate third party such as the police or local authority.
  - Where such data is retained, it will be retained in accordance with the Data Protection Act 2018
  - Individuals have the right to access their personal data only and request footage of themselves only. To exercise this right, the individual must write to the Village Hall Committee. Stating specific details relating to time & date before the Committee can properly respond to any such requests. This right for footage requests is subject to certain exemptions from access, including in some circumstances where other individuals are identifiable.