

# **CCTV Policy**

## **1. Introduction**

This Policy controls the management, operation, use and confidentiality of the CCTV cameras located on the outside of Bampton Memorial Hall operated by the Bampton Memorial Hall Committee, charity number 224015.

This policy reflects the code of practice and other guidance issued by the Information Commissioner (17th November 2020). This policy will be subject to periodic review by the Committee to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

The Committee have ensured this policy reflects the principles of the 2018 UK Data Protection Act & the General Data Protection Regulations:

- 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 CCTV is to maintain the security of the premises, to deter, detect and prevent crime, vandalism and anti-social behaviour.

The system will not be used to invade the privacy of any individual. Two cameras are installed and positioned so they can record activity around the car park and recycling area.

## **3. Responsibilities of the Owners of the Scheme**

The Committee take full responsibility for the management and operation of the system.

Any major change that would have a significant impact on either, the purpose, scope or policy of operation of the CCTV scheme will take place only after discussion at a Committee meeting. This change would then be incorporated into this policy.

## **4. Management of the System and Accountability**

Day-to-day operational responsibility rests with persons nominated by the Committee. The operation of the system will be reviewed annually. The outcome of any investigations which require footage to be retained will be reviewed at a Committee meeting.

Contact us: <http://www.bamptonlakedistrict.org.uk/bampton-memorial-hall.html>

## **5. Control and Operation of CCTV**

The following points must be understood and strictly observed:

- 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.
- The Police are permitted access to recorded material if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the Memorial Hall to review and confirm the operation of CCTV arrangements. Any visit by the Police to view images will be logged.

- Digital records should be securely stored to comply with data protection laws and should only be handled by authorised persons.

## **6. The use of camera images**

All camera recordings will be retained for up to 14 days, they will then be recorded over unless set aside as requested lawfully above.

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