



*Eversley Village Hall (CIO)*  
*Registered Charity 1212230*

# Eversley Village Hall CCTV Policy

Last Updated: November 2026  
Charity Registration Number: 1212230

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## 1. Purpose and Scope

Closed Circuit Television (CCTV) is installed at Eversley Village Hall to promote the safety and security of the premises, its users, and assets.

This policy sets out the management, operation, use, and confidentiality arrangements of the CCTV system, ensuring compliance with:

- The Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Information Commissioner's Office (ICO) Code of Practice

The policy applies to all Trustees, Committee members, contractors, and authorised system users.

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## 2. Purpose of the CCTV System

The CCTV system is operated to:

- Maintain the security of the premises and property.
- Deter and prevent crime, vandalism, fly-tipping, and anti-social behaviour.
- Provide a safe and secure environment for visitors, volunteers, and hirers.
- Support compliance with safeguarding and health & safety policies.
- Assist law enforcement agencies in the prevention and detection of crime.

The system will not be used for routine monitoring of individuals, employee performance, or any purpose incompatible with the above objectives.

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### **3. Location of Cameras**

Cameras are positioned to cover key areas only and avoid unnecessary intrusion:

- Front of Hall: Overlooking the main double-door entrance.
- Side of Hall: Overlooking the kitchen entrance.
- Rear of Hall: Overlooking the car park and entrance.
- Corner of Building: Overlooking the bin storage area.

Cameras are not installed inside the hall or in any private areas (e.g. toilets or changing spaces).

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### **4. Data Storage and Retention**

- CCTV images are recorded digitally and stored automatically for approximately 14 days on a secure digital recorder.
  - The recorder is located in a locked cupboard within the hall and is accessible only to authorised Committee members.
  - Remote access (if enabled) is restricted to authorised personnel using secure credentials.
  - Images are retained for no longer than necessary — normally 14 days — unless required for investigation or evidence.
  - Where footage is retained longer (e.g. pending police investigation), a record of the reason and retention period will be logged and reviewed.
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### **5. Management and Responsibility**

- The Eversley Village Hall Management Committee is the Data Controller for all CCTV images.
  - Day-to-day operational responsibility rests with the CCTV Monitoring Officer, appointed by the Committee, and any nominated Committee members.
  - The CCTV system will be serviced annually and maintained as required by an approved security contractor.
  - The system's effectiveness and compliance will be reviewed periodically and at least annually.
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### **6. Access and Disclosure of Images**

- Recorded images will be viewed or disclosed only when necessary for the purposes stated in this policy.
- Access to images will be restricted to the authorised Committee members responsible for managing the system.
- Disclosure of images to third parties (e.g. police or insurers) will be lawful, controlled, and documented.
- Once disclosed, the receiving body (e.g. the police) becomes the Data Controller for their copy.

## Requests for Access

- Individuals have the right to request access to personal data under the UK GDPR (Subject Access Request).
  - Requests must be made in writing or by email to:  
*Eversley Village Hall Management Committee*  
*(include date, time, and location details to assist identification).*
  - All requests will be acknowledged and logged.
  - Requests will normally be answered within 30 calendar days, unless extended under data protection regulations.
  - If a request is denied, the reason will be recorded, and the individual informed of their right to complain to the Information Commissioner's Office (ICO).
  - A reasonable administrative fee may be charged in line with ICO guidance, depending on the request's nature and scale.
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## 7. Security and Confidentiality

- CCTV recordings are treated as confidential data and handled in accordance with the Data Protection Act 2018.
  - All Committee members with access will receive periodic data protection and CCTV training.
  - System access credentials will be securely managed, and access logs maintained.
  - Signs informing the public of CCTV monitoring are clearly displayed at all building entrances, in accordance with ICO requirements.
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## 8. Maintenance and Review

- The CCTV equipment will be serviced annually and maintained as needed.
  - The system will be reviewed annually to confirm:
    - Its continued effectiveness and necessity.
    - Compliance with data protection legislation.
    - Proper functioning of cameras and recording equipment.
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## **9. Breach or Misuse**

Any misuse of CCTV images, unauthorised disclosure, or breach of this policy will be considered a serious matter and may result in disciplinary or legal action.

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## **10. Policy Review and Approval**

This policy will be reviewed annually by the Management Committee or sooner if legal or operational changes occur.

Approved by: Eversley Village Hall Management Committee  
Date: March 17<sup>th</sup> 2026

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