



## CCTV Policy

Closed Circuit Television (CCTV) is installed at Badwell Ash Village Hall.

This document details the policy and procedures used to control the management, operation, use and confidentiality of the CCTV system.

### Purpose

The purposes of the CCTV system are:

- To discourage damage to charity property (external).
- To discourage damage to charity property (internal).
- To discourage inappropriate behaviour between individuals – whatever age – external to premises.
- To discourage inappropriate behaviour between individuals – whatever age – internal to premises.
- To provide evidence to our insurers in the event of a claim under our Public Liability policy.
- To provide evidence to the Police in the event of a reported crime.
- To provide evidence to the LA Licensing Authority in the event of a reported premises licence breach.

### Lawful basis for processing

The CCTV system is used in accordance with Badwell Ash Village Hall's Privacy Policy, in order to carry out its day to day operations, to meet its objectives and to comply with legal obligations. In particular the system is used for the prevention and detection of crime, safeguarding volunteers and visitors, and ensuring compliance with health and safety and other relevant policies and procedures.

### Scope Cameras are sited:

- At the front of the main hall overlooking the front entrance and the car park
- At the gable end of the main hall overlooking the kitchen entrance and the driveway
- At the rear of the main hall overlooking the courtyard
- At the side of the small hall overlooking the entrance and end of car park
- Inside the main hall at the side of the stage.
- Inside the small hall overlooking the entrance and kitchen area

### Recording of Images

Images are recorded digitally and stored automatically on a recorder which is secured. Images are auto-deleted by overwriting normally after only a few days. Use of remote access is restricted to only one nominated village hall trustee with specific authorisation.

## **Viewing Images**

It is the policy of the committee of trustees that images should only be viewed by their nominated trustee to further the investigation of an incident. It is envisaged that live images will be accessed remotely once or twice each week to confirm that all cameras are functioning as expected. Access for this purpose is expected to be timed when neither hall is being used.

**Management** - Badwell Ash Village Hall is a registered charity, registration number 279997. The committee of trustees of Badwell Ash Village Hall has responsibility for the control of images and decisions on how the CCTV system is used. Day-to-day operational responsibility rests with the sole trustee nominated by the committee.

**Maintenance** - The CCTV system is serviced annually and maintained as necessary by an appropriate security system contractor (currently Oaks CCTV Limited).

## **Image storage and disclosure**

Recorded images will be stored in a way that ensures the security and integrity of the image and allows specific times and dates to be identified. Normally, images will only be retained for a few days. On occasion images may need to be retained longer where, for example, an incident has been identified, an access request has been made, time is required to enable the police to collect relevant images, or the police are investigating a crime and ask for images to be preserved to afford them the opportunity to view the information as part of an active crime investigation. Disclosure of information will be controlled and consistent with the purpose(s) for which the system is established. Once information is disclosed to the police or any other law enforcement body, they will become data controller for the copy they hold.

## **Access Requests**

Requests for access, preferably with reasons stated, should be made by email to [badwellash.vh@gmail.com](mailto:badwellash.vh@gmail.com) or in writing to **The Trustees, Badwell Ash Village Hall, The Street, Badwell Ash, Bury St Edmunds IP31 3DG** providing sufficient detail for the images on the system to be readily accessed, including date, time and location. It is the trustees' policy not to access internal images of 'groups' unless a justifiable 'incident' has taken place. Access Requests from 'groups' or 'members of groups' in the absence of an 'incident' are likely to be refused as, without viewing the images, there are no means of confirming the genuineness or totality of all signatories. The interrogation of images to identify all attendees is considered to be unreasonably intrusive.

On receipt of an Access Request the nominated trustee will interrogate the CCTV record and, if available, the requested images will be copied to avoid auto deletion. It is the Trustees' policy that all Access Requests will be responded to as soon as possible and certainly within one month of receipt. All requests for access are recorded. If disclosure is denied, the reason is documented, and the individual will be informed within at least one month of the reason and their right to complain to a statutory authority. A fee may be charged for an access request, depending on circumstances.

## **Policy Review Date**

This policy was reviewed and approved by the village hall trustees' committee on 28<sup>th</sup> January 2026.