

**Trustees of the Croft Hall**  
**The Croft, Hungerford,**  
**Berkshire, RG17 0HY**  
[www.croft-hall.co.uk](http://www.croft-hall.co.uk)



## **CCTV Policy**

Closed circuit television (CCTV) is installed at the Croft Hall. This document details the policy and procedures used to control the management, operation, use and confidentiality of the CCTV system.

### **1. Purpose**

The purposes of the CCTV system are:

- to maintain the security of the premises
- to deter and prevent crime and anti-social behaviour
- to provide a safe and secure environment for visitors and hirers
- to assist Law Enforcement Agencies to perform their lawful duties

### **2. Lawful basis for processing**

The CCTV system is used in accordance with the Croft Hall Data Protection Policy, in order to conduct 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, hirers, and visitors, and ensuring compliance with health and safety and other relevant policies and procedures.

### **3. Scope**

Cameras are sited at the front of the hall in the entrance area. Images are recorded digitally and stored automatically for up to three months on a computer which is secured in a designated secure room in the hall. Access is restricted to the Croft Hall Trustees with specific authorisation, currently the Chairman, Bookings Manager and Technical Manager.

### **4. Management**

The Croft Hall Trustees have responsibility for the control of images and decisions on how the CCTV system is used. Day-to-day operational responsibility rests with the Chairman and any Trustee(s) nominated by the Trustees.

### **5. Maintenance**

The CCTV system is serviced annually and maintained as necessary by an appropriate security system contractor.

### **6. 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 not be retained for longer than three months. On occasion images may need to be retained longer where, for example, an incident has been identified and an access request has been made, or 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.

### **7. Subject Access Requests**

Requests for access should be made by email or in writing to the Chairman at the Croft Hall, providing sufficient detail for the images on the system to be readily accessed, including date, time, and location. 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.

### **8. Review of CCTV Policy**

The Trustees will review this policy annually.

Last reviewed and approved by the Trustees on 30 November 2021.