

CLOSED CIRCUIT TELEVISION (CCTV) POLICY

1. Introduction

- 1.1. The Virginia Water Community Centre is managed by the Virginia Water Community Association (charity no 274809).
- 1.2. The Virginia Water Community Association has an executive committee, whose role is to provide strategic direction and to set policies and procedures for the smooth and safe running of the Centre.
- 1.3. This document sets out the Virginia Water Community Centre's Closed circuit Television (CCTV) Policy.

2. Purpose

- 2.1. Closed circuit television (CCTV) is installed at the Virginia Water Community Centre to deter crime and vandalism, to prevent the loss or damage to property and to provide a safe and secure environment for Centre users, contractors and visitors.
- 2.2. The Virginia Water Community Centre system comprises a number of fixed cameras. There is no sound recording capability. The CCTV is monitored by the Centre Manager and an appointed committee member.
- 2.3. The use of CCTV, and the associated recorded images, is covered by the General Data Protection Regulation and Data Protection Act 2018.
- 2.4. This policy outlines the Centre's use of CCTV and how it complies with the Act.
- 2.5. All authorised persons with access to images are aware of the procedures that need to be followed, and the restrictions in relation to access to, and disclosure of, recorded images.

3. Need

- 3.1. The Centre complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly.

4. Policy Points

4.1. Warning Signs:

- 4.1.1. CCTV warning signs will be clearly and prominently placed at all external entrances to the Centre. Signs will contain details of the purpose for using CCTV.

4.2. Siting the Cameras and Coverage:

- 4.2.1. The planning and design has endeavoured to ensure that the CCTV system will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- 4.2.2. Cameras will be sited so they only capture images relevant to the purposes for which they are installed (described in 2.1 above) and care will be taken to ensure that reasonable privacy expectations are not violated. The Centre will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.
- 4.2.3. The Centre will make every effort to position cameras so that their coverage is restricted to the Centre premises, which may include public areas.
- 4.2.4. CCTV will cover external entrances/exits of the premises and the lobby and corridors indoors.

4.3. Storage and Retention of CCTV images:

- 4.3.1. Recorded data will be retained for 7 days and then deleted. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.
- 4.3.2. All retained data will be stored securely.

4.4. Access to CCTV images:

- 4.4.1. Access to recorded images will be restricted to those persons (as described in 2.2 above) authorised to view them and will not be made more widely available.

4.5. Subject Access Requests (SAR):

- 4.5.1. Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.
- 4.5.2. All requests should be made in writing to the Centre Manager or to the VWCA Secretary. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified; i.e. date, time and location. A fee of £10 will be charged per request. The Centre will respond to requests within 40 calendar days of receiving the written request and fee.

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4.5.3. The Centre reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

4.6. Access to and Disclosure of Images to Third Parties:

4.6.1. There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police or other official investigators.

4.6.2. Requests should be made in writing to the Centre Manager or to the VWCA Secretary.

5. Complaints

5.1. Complaints and enquiries about the operation of the Virginia Water Community Centre's CCTV system should be directed to the Centre Manager in the first instance, phone 07534 162331 or CentreManager@vwca.org.uk.

6. Review

6.1. This policy will be reviewed at least every two years by the Virginia Water Community Centre executive committee or when new legislation requires this policy to be updated. The CCTV Notice appended to this policy forms a checklist for the committee's use and can also be displayed on the Centre's noticeboard to provide assurances on the proper use of CCTV to Centre users, contractors and other visitors.

Version: Approved by the VWCA executive committee on 23/05/2022.

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CCTV NOTICE

The CCTV system installed at the Virginia Water Community Centre and the images produced by it are controlled by the Virginia Water Community Association which is responsible for how the system is used.

The Virginia Water Community Association considered the need for using CCTV and decided it is required for the prevention and detection of crime and for protecting the safety of Centre personnel and hirers. It will not be used for other purposes. The VWCA committee conduct a regular (two-yearly) review of the use of CCTV using this checklist.

Date of Review: 26/May/2022

No.	Criteria	Checked
1	There is a named individual who is responsible for the operation of the system.	✓
2	The problem we are trying to address has been clearly defined and installing cameras is the best solution. This decision should be reviewed on a regular basis.	✓
3	A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.	✓
4	Cameras have been sited so that they provide clear images.	✓
5	Cameras have been positioned to avoid capturing the images of persons not visiting the premises.	✓
6	There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system, contact details are displayed on the sign(s).	✓
7	Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.	✓
8	The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.	✓
9	Except for law enforcement bodies, images will not be provided to third parties.	✓
10	The potential impact on individuals' privacy has been identified and taken into account in the use of the system.	✓
11	The organisation knows how to respond to individuals making requests for copies of their own images.	✓
12	Regular checks are carried out to ensure that the system is working properly and produces high quality images.	✓

Date of next Review: 26-May-2024

Centre Manager: _____
Lynn Fensom

VWCA Secretary: _____
Jeff Turner