

# Hughenden Valley Village Hall

Hughenden Village Hall, Hughenden Valley, Coombe Lane, High Wycombe, HP144NX  
T: 01494 564244 E: info@hughendenvillagehall.co.uk

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## **Hughenden Valley Village Hall CCTV Policy**

### **Introduction.**

Closed circuit television (CCTV) is installed at Hughenden Valley Village Hall.

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

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 carry out their lawful duties.

### **Purpose and Objectives.**

The CCTV system is used in accordance with Hughenden Valley Village Hall's Data Protection 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.

### **Cameras positioning and coverage.**

There are 10 cameras around the hall providing full coverage of the hall entrances and car park. There are no cameras inside the halls. There are separate cameras around the shop which are managed by the shop and are not covered by this policy.

### **Signs**

There are warning signs near the entrance.

### **Storage and Retention.**

Images are recorded digitally and stored automatically for up to 4 weeks on a recorder which is secured in a designated secure cupboard in the hall.

Remote access is not currently available. The Management committee of Hughenden Valley 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 Committee Chairperson and any committee member(s) nominated by the committee.



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### **Access to CCTV images and disclosure.**

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 4 weeks. 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.

### **Subject Access Requests.**

Requests for access should be made by email or in writing to Hughenden Valley Village 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.

### **Complaints.**

Enquiries or complaints about the operation of Hughenden Valley Village Hall's CCTV system should be directed to the Chairman of the Village Hall in the first instance at "[chairman@hughendenvillagehall.co.uk](mailto:chairman@hughendenvillagehall.co.uk)".