

# **Tatsfield Village Hall CCTV Camera Usage Policy**

## **Why are Tatsfield Village Hall Management Committee installing CCTV cameras?**

After recent increases in anti-social events and issues with drug taking in the doorways and surrounding areas of Tatsfield Village Hall, The Tatsfield Village Hall Management Committee have come to the decision to install CCTV cameras to ensure the safety of all hall users by monitoring these types of events and to act as a deterrent.

When required, these recorded images will be made available to assist with any Law Enforcement investigations.

## **What is being monitored?**

The Tatsfield Village Hall Management Committee have initially decided to install two CCTV cameras. One camera is installed at the main door at the side of the Village Hall, the second camera is installed at the porch at the front of the Village Hall. This may be expanded at any time.

Both cameras are pointing in towards the Village Hall doorways, so as not to inadvertently capture passers-by.

The cameras will not be constantly recording but are activated by a person coming into the proximity of the cameras.

## **Storage of images**

All images captured from these cameras will be transferred to offsite data storage, using the camera manufacturers cloud storage solution, of which only the Information Steward will only have access to. Although available, there will be no audio captured from these cameras at present.

All recorded images will be deleted after a period of 30 days.

## **Information steward**

The Information Steward of all recorded images and camera operation is the Secretary of the Tatsfield Village Hall Management Committee and can be contacted by email at [secretary@tatsfieldvillagehall.org.uk](mailto:secretary@tatsfieldvillagehall.org.uk)

## **Requests to access recorded images.**

Under the UK's data protection laws, including the General Data Protection Regulation (GDPR), a Subject Access Request or SAR can be made in writing from anyone who has reached the age of 13, to the Secretary of the Tatsfield Village Hall Management Committee ([secretary@tatsfieldvillagehall.org.uk](mailto:secretary@tatsfieldvillagehall.org.uk)) to request access to any recorded images appertaining to themselves.

The person requesting access will be asked to identify themselves before any request is actioned.

Any requests for access to recorded images appertaining to another person will be denied, unless there is written authority to act on behalf of the person concerned, or a document showing general power of attorney can be produced, or by officers of law enforcement.

This request will be actioned within 7 days of receipt.

Tatsfield Village Hall is registered with the Information Commissioner's Office and the registration number is ZB520674.