

# AZELIA HALL

## CCTV POLICY DOCUMENT

### **1. Introduction**

Azelia Hall uses closed circuit television (CCTV) images to reduce crime and monitor the Hall's buildings in order to provide a safe and secure environment for users of the Hall, staff and visitors, and to prevent the loss or damage to Hall property.

The system comprises of a number of fixed cameras with sound recording capability, however, the sound recording is not configured.

The CCTV system is owned by the Hall and deployment of the system was determined by the Hall's leadership (Trustees).

The Hall's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998. The use of CCTV, and the associated images and any sound recordings, is covered by the Data Protection Act 1998. This policy outlines the Hall's use of CCTV and how it complies with the Act.

All employees and Trustees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound.

### **2. Statement of Intent**

The Hall complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published at:

[http://www.ico.gov.uk/~media/documents/library/Data\\_Protection/Detailed\\_specialist\\_guides/ICO\\_CCTVFINAL\\_2301.ashx](http://www.ico.gov.uk/~media/documents/library/Data_Protection/Detailed_specialist_guides/ICO_CCTVFINAL_2301.ashx)

There are prominent CCTV signs placed at the entrances to the Hall.

### **3. Siting the Cameras**

Cameras are sited so they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated and that any images captured comply with the Data Protection Act.

The position of the cameras has been determined so that their coverage is restricted to the Hall premises, which also includes outdoor areas.

### **4. Storage and Retention of CCTV images**

Recorded data will not be retained for longer than is necessary. 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.

All retained data will be stored securely.

### **5. Access to CCTV images**

Access to recorded images will be restricted to those employees and Trustees authorised to view them, and will not be made more widely available.

## **6. Subject Access Requests (SAR)**

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.

All requests should be made in writing to the Chairman of the Trustees. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

The Hall will respond to requests within 40 calendar days of receiving the written request.

An admin fee will charged per request.

The Hall reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

## **7. Access to and Disclosure of Images to Third Parties**

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the Hall where these would reasonably need access to the data (e.g. insurance claim experts). The Trustees will consider and approve any requests.

Requests should be made in writing to the Chairman of the Trustees.

## **8. Complaints**

Complaints and enquiries about the operation of CCTV within the Hall should be directed to the Chairman of the Trustees.

## **9. Further Information**

Further information on CCTV and its use is available from the following:

- CCTV Code of Practice Revised Edition 2008 (published by the Information Commissioners Office)
- [www.ico.gov.uk](http://www.ico.gov.uk)
- Regulation of Investigatory Powers Act (RIPA) 2000
- Data Protection Act 1998

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