

Albourne Village Hall CCTV Policy

Purpose

The purpose of creating a CCTV policy is to inform and reassure local residents regarding the installation of the CCTV at the Village Hall.

Reasons for its installation

Following concerns from local residents about anti-social behaviour in the Village Hall car park, some of which were reported to the police, it was decided by the Village Hall Management Committee to install CCTV to act as a deterrent and for supplying information for any subsequent police enquiry.

The main area that the CCTV covers is the Village Hall car park but advice from the installers that were asked to quote for the CCTV, suggested other camera locations to cover other areas that could be used for unwanted activity. These other areas also provide security for the Village Hall building

Locations of Cameras and Views

The areas considered for location were recommended by the various engineers who visited the Village Hall to quote for the installation. These positions were chosen to ensure that the whole car park and the external walls of the Village Hall would be covered. Care has been taken so that the only images captured by the cameras of neighbours' property are of their rear fences and hedges.

CCTV System

The CCTV system that has been selected is a standalone system and is not connected to the internet. The base unit is located in a part of the Village Hall not available to members of the public. As is the standard for these types of CCTV, it will hold up to 31 days of recordings. After that time, any data is deleted and is not archived.

Audio is not recorded.

CCTV System Access

The system is password protected and currently the only three people that have access are the Village Hall Chairman, the Parish Council Chairman and the Parish Clerk. Unless there is a specific reason for access, it is anticipated that it will be checked for operation once a month. It cannot be remotely accessed.

Members of the public can apply to the Village Hall Management Committee, via the email address, albournepc@gmail.com to view any footage that contains them. However, if that footage includes other people, it might not be possible to allow access to protect their privacy. To view a section, a person must have the date and time of the event. A form of identification might be required at the time. General browsing is not permitted.

There is a £10 administration charge per request which will be paid into the Village Hall account. This will be waived in the case of actual anti- social behaviour.

These rules do not include the Police if they are pursuing an enquiry.

Recordings

As mentioned previously, these are only retained for 31 days and are then deleted. No copies will be made unless a specific request is made by the Police. No footage will be released to any media platform, unless it is released by the Police.

General

The operation of the CCTV is the responsibility of the Village Hall Management Committee Chairman.

Amongst his responsibilities will be to check that it is operating correctly, that the time on the system is correct (especially in the case of power cuts etc.) and that the cameras have not been interfered with.

A log of all relevant activities with the CCTV will be maintained by the Village Hall Management Committee Chairman.