

LOSTWITHIEL COMMUNITY CENTRE

CCTV POLICY

This policy forms part of the Centre's GDPR policy. Its purpose is to ensure that the Centre complies with legal requirements on the use of CCTV in a public space with its data protection and privacy implications.

Policy Statement

CCTV will be used at the Lostwithiel Community Centre to monitor entrances and exit areas in order to provide a safe and secure environment for staff, volunteers and centre users. The trustees have currently no plans to extend CCTV coverage beyond entrance and exit areas. Centre users will be made aware that CCTV is in use and that their rights are protected.

CCTV will be used to:

- act as a deterrent to intruders and to the theft or misuse of property or information
 - act as a deterrent to inappropriate behaviour within the premises
 - support the safety and security of staff working within the centre as well as centre users
 - provide evidence to support investigation into breaches of centre security
1. CCTV will not be used for any purpose other than above and will not include audio recording. CCTV cameras will be sited so that recordings meet the purposes stated above.
 2. The centre will be transparent in its use of CCTV and will make all users aware that the recording of images is in progress.
 3. The trustees will have responsibility for the control of images and decisions on how the system is used. Access to recordings will be in the sole control of the Centre Manager, this control cannot be delegated unless in an emergency situation and approved by one of the trustees.
 4. CCTV recordings and data will be classified as confidential information and held in systems with appropriate security measures in order to safeguard against unauthorised access.
 5. Recorded images will be stored in such a way that ensures the security and integrity of the image and allows specific dates and times to be identified.
 6. Centre users will only access and view CCTV recordings in response to a specific request authorised by a trustee. Centre staff are not authorised to grant access to recordings.
 7. Access to the CCTV system, recordings and data for the purposes of maintenance or support will be the responsibility of the Centre Manager.
 8. CCTV information will not be disclosed except as necessary for the stated purpose or to respond lawfully to a request under GDPR or Freedom of Information Act.
 9. Recordings and data will be held for a maximum of 1 month unless required to be kept by law enforcement. After this time recordings will be routinely deleted.

Requests for access must be made by email or in writing to the Chair of Trustees, stating the purpose of the request and the date, time and specific location. Access can only be granted to members of the public to view their own recorded image.

If disclosure is denied, the reason must be documented and the individual informed of their rights of appeal to the relevant body. Where permission is granted the Centre Manager or approved representative must be present and a formal written record should be made stating who was present, date and time.