**CCTV Policy**

1. Digby War Memorial Hall (DWMH) uses closed circuit television (CCTV) to deter and reduce crime and antisocial activity in order to provide a safe and secure environment for members of the public and to prevent the loss or damage to property. DWMH is registered with the Information Commissioner, and the CCTV system and the associated images are governed by General Data Protection Regulations (GDPR). This policy outlines DWMH’s use of CCTV and how it complies with GDPR. DWMH complies with the 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 on the ICO website. In areas where CCTV is used, DWMH will ensure that there are prominent signs placed within the controlled area.

2. The system consists of 2 fixed high-definition cameras and a multi-channel control unit complete with built in USB drive. The system does not have sound recording capability. The CCTV system is owned and operated by DWMH and is controlled by the Management Committee. The CCTV is monitored centrally from a secure location in the Village Hall. Access to recordings is securely password-protected to prevent unauthorised access. Any data or images sent electronically will be suitably encrypted to prevent unauthorised access. All authorised operators with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are aware of the restrictions in relation to access to, and disclosure of, recorded images.

3. DWMH has carried out a privacy impact assessment (PIA). Cameras are sited so they only capture images relevant to the purposes for which they are intended. DWMH will ensure that the location of equipment is carefully considered to ensure that images captured comply with GDPR. Authorised operators have access to details of where CCTV cameras are situated. Cameras are mounted in such a way as to avoid pointing directly at occupied properties, and care will be taken to ensure that reasonable privacy expectations are not violated; no properties are within the field of view of either camera.

4. Other than for routine testing purposes, real-time CCTV images are not be monitored. CCTV images are automatically recorded on a secure, password-protected control unit, and shall be automatically deleted after 8 days. Recorded CCTV images are accessed by authorised personnel only in the event of a qualifying incident, or during routine system testing.

5. Recorded data is retained for no longer than is necessary. While retained, the integrity of the recordings is 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.

6. CCTV footage will only be reviewed when a crime or incident has occurred, and there is a reasonable likelihood that the event or evidence has been captured by the CCTV system. Access to recorded images is restricted to those personnel authorised to view them, and will not be made more widely available. There is no disclosure of recorded data to third parties other than to enforcement authorities such as the Police, and statutory organisations where these would reasonably and lawfully need access to the data.

7. Individuals have the right to request access to CCTV footage relating to themselves under the GDPR. All requests should made in writing to DWMH. Individuals submitting requests for access are required to provide sufficient information to enable the relevant footage to be identified. For example, the date, time, location, and description of the applicant. A recent photograph may also be required to aid identification. Individuals submitting requests for access are required to provide proof of identity. On receipt of the required information, DWMH will endeavour to provide access to the footage as soon as is reasonably practical, but in any event not more than 30 days. DWMH will be unable to provide copies of recorded images where this may prejudice the legal rights of other individuals during a Police investigation.