

Meppershall Village Hall

CCTV Policy

This policy works in conjunction with our Data Protection Policy.

The use of the CCTV system and its associated images are governed by the General Data Protection Regulations (GDPR).

This policy outlines the use of CCTV within Meppershall Village Hall and how it complies with GDPR.

The Village Hall Trustees intend to comply with the Information Commissioners Office (ICO) CCTV Code of Practice to ensure that CCTV is used responsibly. The code of practice is published on the ICO Website, and a copy is available on request.

Specifically:

- The CCTV system comprises of cameras and a Digital Video Recorder;
- CCTV images are recorded on a secure, password protected control unit, and deleted after a suitable period, usually 28 days, unless there is a valid reason to hold these images for longer e.g. whilst an investigation takes place or at the request of the Police;
- Recorded CCTV images will only be accessed by authorised personnel in the event of an incident requiring review and investigation or during routine system testing;
- Access to any CCTV recordings is limited to the Trustees, persons approved by the Trustees, the Police or our Insurers;
- On reviewing CCTV recordings precautions will be taken to protect the rights and privacy of the individuals whose images have been recorded;
- Individuals may apply for CCTV footage to be reviewed by the Trustees when a crime or incident has occurred and there is a reasonable likelihood that the event or incident was captured by the CCTV system.

An individual has the right to request a copy of the personal information that we hold about them. A fee is only payable where the request is excessive or for providing copies of information previously requested.

To request a copy of the personal information held or to review the details recorded call 07485 102727, write or email to:

David Birch
18b Shefford Road
Meppershall
Bedfordshire
SG17 5LJ

Graham Jones
10 Taylors Close
Meppershall
Bedfordshire
SG17 5NH

Email: david.birch@meppershallvillagehall.co.uk,

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