

Darsham Village Hall CCTV Policy

Date reviewed: February 2026

1. Purpose of CCTV

The Village Hall uses Closed Circuit Television (CCTV) to:

- Help protect the safety of visitors, staff, and volunteers.
- Deter and detect crime, vandalism, and anti-social behaviour.
- Safeguard the hall's property and assets.

The system is **not** used for monitoring staff performance or personal activities.

2. Location of Cameras

Cameras are positioned to cover:

- Main entrances and exits.
- Car park and external approach areas.
- Key internal communal spaces (e.g., lobby).

No cameras are placed in private areas such as toilets.

3. Operation & Management

- The CCTV system is operated by the Village Hall Management Committee.
- Only authorised committee members may access live or recorded footage.
- The system operates 24/7 and records continuously.

4. Data Protection & Privacy

- All recordings are stored securely and kept for a maximum of **28 days**, unless required for investigation.
- Access to footage is strictly controlled and logged.
- Individuals have the right to request access to footage of themselves, in line with UK GDPR via a Subject Access Request (SAR)

5. Sharing of Footage

Footage will only be shared with:

- Law enforcement agencies for the prevention or detection of crime.
- Insurers or legal representatives where necessary.

No footage will be shared for commercial purposes.

6. Signage

Clear signs are displayed at all entrances to inform people that CCTV is in operation.

7. Review of Policy

This policy will be reviewed annually by the Management Committee to ensure it remains compliant with legislation and meets the needs of the hall.

Contact

For questions about this policy or to make a data request, please contact:

DVHMC Co-Chair:-

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