

CCTV Usage Policy for Battle Memorial Hall

Approved by: Trustees Management Committee 2025

Review date: 2027

Statement of purpose

This policy outlines the responsible use of Closed Circuit Television (CCTV) within Battle Memorial Hall. CCTV is used in the legitimate interests of the Hall to enhance safety, deter crime and antisocial behaviour, support hirers in their safeguarding duty, and protect the charity's assets, while respecting the privacy and rights of individuals. The use of CCTV will be proportionate to risk.

Legal framework

This policy complies with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Protection of Freedoms Act 2012
- Human Rights Act 1998

Operational usage and controls of the CCTV system

The Hall will use CCTV to improve the security of entry points and communal areas; deter and potentially detect unauthorised access, vandalism, or theft; support hirers in their safeguarding of children and vulnerable adults and assist in the investigation of incidents or allegations.

The policy and procedures have been informed by the completion of a CCTV Data Protection Impact Assessment (DPIA).

To achieve the above purpose cameras are installed facing all building entry points and designated communal areas. Cameras are not placed in private or sensitive spaces (e.g. toilets, changing rooms, office or activity rooms).

Signage is clearly displayed at entry points and areas covered to inform individuals of CCTV usage.

Access to footage is restricted to authorised personnel, (i.e. the Chair, Treasurer, Secretary and Hall Manager). Recordings are stored securely for a maximum of 30 days unless required for an investigation and will only be disclosed to authorised officials in accordance with data protection law. Hirers do not have access direct access to footage but are entitled to make a Subject Access Request. The system is password protected. Backups and deletion protocols are in place.

The adopted CCTV system and process will be reviewed for effectiveness on the policy review date and after an incident.

Safeguarding considerations

CCTV is not used as a substitute for hirers responsibility for appropriate supervision.

CCTV footage is not constantly monitored. Should a safeguarding concern be identified through CCTV it will be reported to the Local Authority Designated Officer by the hirer, or the Hall's designated Safeguarding Lead, in line with the Hall's Safeguarding Policy.