

---

## Introduction

As of February 2020, CCTV has been installed Internally & externally to the Village Hall for the purpose of safety and security and to reduce crime and antisocial activity. The cameras have been installed in order to provide a safe and secure environment for members of the public and to prevent loss or damage to the Hall.

The use of the CCTV system and it's associated images are governed by the General Data Protection Regulation (GDPR). This policy outlines Mathern & District Village Hall's use of CCTV and how it complies with GDPR.

The Village Hall Trustees comply with the Information Commissioners Office (ICO) CCTV Code of Practice to ensure that it is used responsibly. This code of practice is published on the ICO Website.

## Purpose

---

The CCTV system comprises of 11 cameras and a Digital Video Recorder covering the carpark from both sides, the 2 sides of the hall towards the rear fields and 2 cameras monitoring the rear of the hall. There is 1 PTZ Camera (Pan/Tilt/Zoom) camera located at the end of the tennis courts to have a 360 view of the tennis courts, the play area, the entrance to the carpark and the top end of the carpark.

There are 4 internal cameras covering the main hall front door, the kitchen area, the rear door corridor and the storeroom door.

CCTV images will be automatically recorded on a secure, password protected control unit, and shall be automatically deleted after a certain suitable period, usually 2 weeks, unless there is a valid reason to securely hold these images for longer whilst any investigations take place.

CCTV cameras are only sited so they capture images relevant to the purposes for which they are intended. Other than for routine testing purposes, real time CCTV images will not be monitored unless it is thought that an incident is happening at that time and recorded CCTV images will normally be accessed by authorised personnel only in the event of a qualifying incident or during routine system testing.

Access to any recordings is limited to the Trustees, the Police, our Insurance Company loss adjustors (if required) and other parties for the purposes of our security and safety only.

At all times precautions will be taken to protect the rights of the people whose images have been recorded.

Please note that the system does not have any sound recording capability.

Individuals may apply for CCTV footage to be reviewed when a crime or incident has occurred and there is a reasonable likelihood that the event or incident was captured by the CCTV system. Any requests to access images can be made in writing to the Village Hall Chairperson using the Contact Us form on our website or via email to [info@mathernvillagehall.wales](mailto:info@mathernvillagehall.wales), these requests include Subject Access Requests as part of GDPR and any requests will be reviewed in line with this policy and full reasons will be provided if any request is declined

**The CCTV system installed is controlled and managed by Mathern & District Village Hall.**