



Gilberdyke War Memorial Hall

Registered Charity No. 525023

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CCTV Policy

Objectives

Closed circuit television (CCTV) has been deployed at the Gilberdyke and District War Memorial Hall and Playing Field for the following purposes:

Monitoring - to provide a video record of activity both inside the Hall and outdoor spaces, 24 hours a day.

Deterrence - by having the CCTV cameras visible to everyone, supported by CCTV notices inside and outside the Hall, the intent is to deter crime and anti-social behaviour.

Evidence - if a crime or anti-social behaviour takes place on Hall property or land, and is reported to the police, the recorded video evidence can and will be made available to the police at their request.

Benefits

1. Protecting the buildings and assets both during and outside of occupied hours
2. Reducing the incidence of crime and anti-social behaviour (including theft and vandalism)
3. Prevent or reduce loss or damage to the Hall and its assets
4. Supporting the police in their efforts to investigate reported incidents
5. Ensuring the Hall policies are respected and followed, so that the premises can be better managed
6. Promote the health and safety of users, staff, volunteers and visitors
7. Provide video evidence to insurers in the event of an insurance claim
8. Reduce the cost of insuring the Hall

Deployment

1. The Hall CCTV system is owned by the Hall and is operated at the direction of the Hall management team, with central control located in the office.
2. The Hall's CCTV Scheme is registered with the Information Commissioner's Office (ICO) under the terms of the Data Protection Act. This policy outlines the Hall's use of CCTV and how it complies with the Act.
3. All operators are aware of the procedures for accessing the recorded images, and shall comply with their responsibilities under the CCTV Code of Practice.
4. Hall management shall comply with the ICO's CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its use.
5. The use of CCTV will be conducted in a professional, ethical and legal manner. Any diversion of the use of CCTV for other purposes is prohibited by this policy. For example, CCTV will not be used for monitoring employee performance.
6. Monitoring of public areas shall be conducted in a manner consistent with existing Hall policies and the ICO's CCTV Code of Practice.
7. CCTV coverage includes the site perimeter, entrances and exits, lobbies and corridors, bar, main Hall, conference, kitchen and storage.
8. Coverage will be used internally to verify causes of alarms being triggered.
9. This policy will be accessible from the Hall web site, and a copy shall be displayed on Hall notice boards.

Storage and Access

CCTV images are automatically overwritten after 28 days except where required for investigation/prosecution of a reported issue. Images are stored in a secure environment and access to the recording equipment is password protected.

Access is restricted to authorised personnel, as determined by Hall Management. The system is not continuously monitored, but is inspected for maintenance purposes.

In certain circumstances, the recordings may be viewed by other authorised individuals on a need to know basis, in order to achieve the objectives set out above.

Signed on behalf of the Hall trustees:



Jeff Pinkerton,
Chair.

Date: 6th August 2019