



CCTV POLICY

Purpose

- Ensure the safety and security of staff, volunteers, visitors, and property
- Deter crime, vandalism, or anti-social behaviour
- Support the investigation of incidents or emergencies

This policy ensures CCTV use is legal, proportionate, and transparent, in line with UK GDPR and the Data Protection Act 2018.

Scope

- All CCTV cameras on Centre premises (internal and external)
 - All staff, volunteers, trustees, contractors, hirers, and visitors
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Principles

- Use CCTV only where necessary to meet security and safety objectives
 - Avoid unnecessary intrusion into private areas
 - Limit access to recorded footage to authorised personnel
 - Retain footage for a defined period (see Section 7)
 - Comply with all relevant legislation and guidance
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Operation

- CCTV cameras are in operation 24/7 where required
- Appropriate signage will be displayed in areas under surveillance



- Cameras will not be used for monitoring staff performance
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Access to CCTV Footage

- Access is restricted to the Centre Manager and authorised Trustees
 - Requests for access by other parties (e.g., police) must be recorded and justified
 - Requests from data subjects under GDPR will be handled in line with the Centre's Data Protection / GDPR Policy
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Storage & Security

- Footage will be stored securely, either digitally or on secure physical media
 - Password protection and encryption will be used where appropriate
 - Only authorised personnel can view or handle footage
 - Any sharing of footage must be documented
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Retention & Disposal

- CCTV recordings will be retained for 30 days unless required for an investigation or legal proceedings
- After retention expires, footage will be securely deleted or overwritten

Compliance & Monitoring

- CCTV use will be monitored for compliance with this policy
 - Any misuse of CCTV may result in disciplinary action or removal of access
 - The Centre Manager is responsible for ensuring compliance
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Data Subject Rights

Individuals have the right to:

- Request access to footage of themselves
- Request correction or deletion if applicable
- Make a complaint to the Centre Manager or the Information Commissioner's Office (ICO)

Requests must be made in writing and will be responded to within 1 month in line with GDPR rules.

Responsibilities

Centre Manager / Health & Safety Lead

- Ensure CCTV is used legally and responsibly
- Maintain records of access and disclosure
- Respond to data subject requests

Trustees

- Ensure CCTV use aligns with the Centre's policies and legal requirements

Staff / Volunteers

- Must not tamper with or misuse CCTV equipment

Review

This policy will be:

- Reviewed annually
- Updated following changes in legislation, guidance, or Centre operations



Approval

This CCTV Policy is approved by the Management Committee of The Holt Community Centre.

Date approved: _____

Review date: _____

Signed (Chair/Authorised Person): _____