The Foreman Carter Centre

CCTV Policy

**Objectives**

Closed circuit television (CCTV) has been deployed at The Foreman Carter Centre for the following purposes:

* **Monitoring** - to provide a video record of emergency exits and the main entrance being opened and closed 24 hours a day. Cameras are not directly aimed at event space, but are primarily aimed at potential security issues.
* **Deterrence** - by having the CCTV cameras visible to everyone, supported by CCTV notices inside and outside the Centre, the intent is to deter crime and antisocial behaviour. We are also able to remind anyone caught leaving doors open or unsecured that this is against the terms and conditions of hire of the hall.
* **Evidence** - if a crime or anti-social behaviour takes place on 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 or at the direction of the Westwoodside Playing Fields Association (WPFA) Management Committee (WPFAMC).
* **Benefits -**

1. Protecting the buildings and assets both during and outside of occupied hours.

2. Prevent or reduce loss or damage to the Centre and its assets.

3. Supporting the police in their efforts to investigate reported incidents.

4. Ensuring the Centre policies are respected and followed, so that the premises can be better managed.

5. Promote the health and safety of users, staff, volunteers and visitors.

6. Provide video evidence to insurers in the event of an insurance claim.

**Deployment**

1. The Centre CCTV system is owned by Haxey Parish Council/WPFA and is operated at the direction of the Management Committee, with access via a phone application to nominated Management Committee Members.
2. The CCTV Scheme is registered with the Information Commissioner’s Office (ICO) under the terms of the Data Protection Act. This policy outlines the 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 policies and the ICO’s CCTV Code of Practice.
7. CCTV coverage includes entrances, exits and surveillance of the Centre’s land.
8. Any coverage used internally shall be to ensure doors are secure.
9. This policy shall be displayed on notice boards.

**Storage and Access**

CCTV images are automatically overwritten after 35 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 the Management Committee.

The system is not continuously monitored, but is monitored frequently and 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.