

Messingham Village Hall

CCTV NOTICE

The CCTV system installed at Messingham Village Hall and the images produced by it are controlled by the MVH Management Committee which is responsible for how the system is used.

The MVH Management Committee has considered the need for using CCTV and has decided that it is required for the prevention and detection of crime and for protecting the safety and security of MVH volunteers, staff, hirers, visitors and contractors. It will not be used for other purposes and an annual review of the use of CCTV will be conducted.

Date of Review: 22nd June 2021

Date of Next Review: 21st June 2022

Below are the criteria for the use of CCTV at MVH:

- There is a named individual who is responsible for the operation of the system.
- The problem we are trying to address has been clearly defined and installing cameras is the best solution. This decision should be reviewed at least annually.
- A system has been chosen which produces clear images which the Law Enforcement Agencies can use to investigate crime and these can easily be taken from the system when required.
- Cameras have been sited so that they provide clear images.
- Cameras have been positioned so to avoid capturing the images of persons not visiting the premises.
- There are visible signs showing that CCTV is in operation.
- Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.
- The recorded images will only be retained long enough for any incident to come to light (eg for a theft to be noticed) and the incident to be investigated.
- Images will not be provided to third parties unless requested as part of an on-going criminal investigation or a system access request.
- The potential impact on individuals' privacy has been identified and taken into account in the use of the system.
- The organisation knows how to respond to individuals making requests for copies of their own images.
- Regular checks are carried out to ensure that the system is working properly and produces high quality images