

# Martlesham Heath Pavilion

## Closed Circuit Television Policy

### 1. Introduction

This Policy controls the management, operation, use and confidentiality of the CCTV cameras located at Martlesham Heath Pavilion

It takes into account the [Code of Practice](#) published by the Information Commissioner (May 2015). This policy will be subject to periodic review to ensure that it continues to meet all legislative requirements.

The CCTV system is registered with the Information Commissioner.

It will operate under both the principles of the Data Protection Act 1998 Act and the General Data Protection Regulation based on the data protection principles as set out below.

Data must be:

- fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with those purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights;
- held securely

### 2. Statement of Purpose and Scope of Operation

The purpose of the cameras is to prevent and detect crime or disorder at or near the pavilion and to assist in the management of the premises and play area. The camera's range includes some unavoidable and limited views of the public highway and these recordings will be handled confidentially and only where necessary.

### 3. Responsibilities of the Owners of the Scheme

The Facilities Manager is responsible for the day-to-day management and operation of the system.

Any major change that would have a significant impact on the purpose, scope or policy of operation of the CCTV scheme will take place only with Pavilion Management Committee agreement. This change would then be incorporated into this policy.

Hirers will be informed of the existence of the camera in the Pavilion's [Conditions of Hire](#) and CCTV signs have been posted on the premises and play area.

### 4. Management of the System and Accountability

The operation of the system and the outcome of any investigations, which require recordings to be retained, will be reviewed by the Pavilion Management Committee.

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### 5. Control and Operation of the Camera

The following points will apply:

- The system will be only be operated by trained individuals using authorised access devices. Currently this is the Facilities Manager, the Chairman and one other committee member.
- Passwords and access codes for the camera are stored securely and never disclosed.
- No public access will be allowed to the camera images, except for lawful and proper purposes with the approval of the Facilities Manager or the Chairman.
- The Police are permitted access to recorded material if they have reason to believe that such access is necessary to investigate, detect or prevent crime.
- The Facilities Manager will check the accuracy of the date/time displayed.
- Digital records will be securely stored to comply with data protection laws and will only be handled by the Facilities Manager.

### 6. The use of camera images

All camera recordings will generally be erased from the CCTV recorder every 28 days except where an issue has occurred which justifies retention beyond that time.

For crime matters or management issues:

- Camera footage will be reviewed by the Facilities Manager as soon as possible in an attempt to identify the person or incident needing further investigation.
- Any event that requires investigation and the retention of recordings will be clearly noted.
- CCTV recordings will only be viewed for management issues when they are serious enough to justify viewing the recordings. In particular, they will not be used to settle minor disputes or disagreements.

Any request by an individual member of the public for access to their own recorded image must be made in writing before the erasure period expires. After this period, there is no way of retrieving erased images.

*Approved at the Martlesham Heath Pavilion Management Committee meeting held on 24<sup>th</sup> Sept 2019.*