

# Dyffryn Ardudwy & Talybont Village Hall CCTV Policy

## Purpose of CCTV

Closed Circuit Television (CCTV) is in use at the entrances/exits of the Village Hall. The purpose of the CCTV is to:

- Help protect the safety and security of hall users, staff, and volunteers.
- Deter and reduce the risk of crime, anti-social behaviour, and vandalism.
- Safeguard the hall building and its contents.

CCTV will **not** be used to monitor the activities of individuals except where there is a legitimate reason to do so in relation to the above purposes.

## Location of Cameras

- CCTV cameras are located at the **entrances/exits to the hall**.
- Cameras are positioned to monitor entry and exit points only, and do not cover toilets, changing areas, or other private spaces.

## Management of the System

- The CCTV system is managed by the **Village Hall Trustees**.
- Only authorised trustees or nominated representatives have access to the recordings.
- All images are stored securely

## Storage and Retention

- CCTV footage will be kept for a maximum of **30 days** unless required for the investigation of an incident.
- After this period, recordings will be automatically overwritten.

## Sharing of Data

CCTV images may be shared with:

- The Police, if requested for the investigation of a crime.
- Insurance companies, in connection with claims.
- Other parties only when legally required to do so.

CCTV images will **not** be shared for marketing or unrelated purposes.

## Privacy and Signage

- Clear signs are displayed at entrances/exits to inform visitors that CCTV is in operation.

- The Village Hall is committed to protecting the privacy of hall users and ensuring CCTV is used responsibly and fairly.

### **Subject Access Requests**

Under data protection law, individuals have the right to request access to personal data held about them, including CCTV images.

- Requests should be made in writing to the Village Hall Trustees.
- Proof of identity will be required.
- Access may be restricted if providing the images would compromise the privacy of others or ongoing investigations.

### **Review of Policy**

This policy will be reviewed **annually** by the Village Hall Trustees to ensure it remains appropriate, effective, and compliant with legislation.