

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 and within the Games Room. The purpose of the CCTV is to:

- Help protect the safety and security of hall users, Games Room users, contractors, volunteers, and visitors.
- Deter and reduce the risk of crime, anti-social behaviour, vandalism, and misuse of facilities.
- Safeguard the Village Hall building, the Games Room, equipment, furniture, and other property.
- Assist in the investigation of incidents involving safety concerns, damage, theft, or inappropriate behaviour.

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 and within the Games Room.
- Cameras are positioned to monitor access points, the general Games Room area, and equipment to help ensure the safety of users and the security of Village Hall property.
- Cameras 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 CCTV recordings.
- All images are stored securely and access is restricted to those who require it for legitimate purposes.

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 and in relevant areas to inform visitors and users that CCTV is in operation.
- The Village Hall is committed to protecting the privacy of hall and Games Room users and ensuring CCTV is used responsibly, fairly, and only for legitimate purposes.

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 relevant legislation.