

Hampstead Norreys Amenities Trust Hampstead Norreys Village Hall CCTV Operation Policy

Purpose.

The primary purpose of this surveillance camera system is to deter acts of vandalism being committed to the Village Hall, in its car parks, and playing fields (Dean Meadow). The secondary purpose is to identify the perpetrators of acts of vandalism to the Hampstead Norreys Amenities Trust properties.

Over the last year, the walls, doors and windows of the village hall have been daubed with paint and unsociable graffiti, drain pipes ripped off the walls and gutters, one of the playground swings has been set alight, the cricket pitch has been damaged, glass bottles have been smashed and strewn around the village hall and dog owners have allowed their dogs to defecate on the paving and grass surrounding the hall and have also left full dog poo bags on the hall's steps.

What Data will we be processing?

The nature of the personal data to be collected is people's movements around the Village Hall, the Hall's two car parks, the Playground, the Cricket Pitch and the Cricket Practice Nets. The subjects are likely to be adults, young adults, young children with their parents or guardians when on the playground, dog owners and their owners, and any trespassers.

Who are the "Decision Makers"?

The Hampstead Norreys Amenities Trust and its Village Hall Management Committee will be the sole users of the data being processed. However, this data will be shared with the Police in cases where a criminal offence has been alleged.

How is the information collected?

The pictures collected from stand alone cameras will be stored on a DVR hard-drive located in a secure location in the Village Hall. Recording will be stored on the hard drive for up to 31 rolling days. After 31 days the data will be overwritten.

What will be the Data Flow?

Each camera will record detected movements of people and animals on a dedicated channel on a DVR hard drive which will be securely located in the Village Hall. Alerts will be sent to a remotely located and secure recipient for monitoring and if necessary to take action. No automatic facial recognition will be used. If no action is required data will be automatically deleted after a maximum of 31 days.

Will the system have audio recordings and where will it be held?

The on site Village Hall CCTV Control room. Audio recording will also be enabled.

How will the information be used?

It will be linked to sensory activities.

For monitoring real time activities if and when necessary.

Recorded data will be disclosed to authorised agencies to support post incident investigations, including law enforcement agencies.

Recorded data disclosed to authorised agencies to provide intelligence.

Records will be kept of who requested the data, the basis of the request, the date/time of the request and the date/time the data was provided.

Images must be provided within 1 month of receiving a legitimate request.

Who will have been consulted and how?

Amenities Trust Trustees and Village Hall Management Committee Members by e-mail and meetings.

Parish Council through the Parish Clerk and Council Meetings, The District Councillor by direct contact.

The Village Community through the monthly Broadsheet Magazine, Facebook and the Community Website.

What is the basis for using CCTV surveillance?

The lawful basis is the prevention and detection of crime relating to the village hall, its car park, playground, cricket pitch and practice nets.

It is for the safety of the property and its users.

No special categories of data (i.e. face recognition or profiling) will be processed.

How will people be informed they are under surveillance?

Through:-

1. Notices on the village website, the village Facebook pages, the monthly Broadsheet Magazine.
2. Notices on the Village Hall, in its Car Park and Playing Fields.
3. Notices containing the byelaws will refer to the CCTV.

Who will have access to the data?

Access and use of the Data will be strictly limited to four designated and responsible people and limited to the purpose of surveillance to protect the property from vandalism.

The effectiveness of the surveillance system will be gauged by measuring the reduction in the number of acts of vandalism we experience and the identification of perpetrators.

How long will the data be stored for?

Standard Maximum of 31 days for DVR recorders.

Retention procedure.

If any data is to be retained for prosecution agency use, it will be transcribed on to a secure memory stick for onward transmission to it and a copy retained as a back-up until the completion of the prosecuting authority's action, after which it will be deleted.

How will the security and integrity of the data be assured?

The CCTV system that will be installed will be provided by reputable local CCTV installers using professional CCTV cameras, DVR and monitor. This equipment will be safely stored in a locked equipment room within the Village Hall. Access to this equipment will be restricted to four designated people. Also, before any data is released to any third party authorisation to do so will have to be obtained from at least two Trustees of the Amenities Trust.

No international transfers are envisaged.

How will we respond to any subject access requests, the exercise of any other rights of data subjects, complaints or requests for information ?

Should we receive a request from a private subject for data we shall:-

1. Require them to provide us with a request in writing together with their personal identity details and the dates /times for which they are requesting the information and the purpose for which that data is required.
2. Seek the written permission of at least TWO Trustees of the Amenities Trust for the release of this Data.
3. Check the data recording and identify the individual concerned. If other individuals also appear on the recording their identities will have to be blanked-out before sharing the data electronically.
4. Require the subject to acknowledge in writing the receipt of the data.

Should we receive a request from a prosecuting authority we shall:-

1. Require them to provide us in writing such a request together with the date/time of the data recording.
2. Seek written permission of at least TWO Trustees of the Amenities Trust for the release of the data.
3. Seek written acknowledgement from the prosecuting authority of the receipt of the data.

What other less intrusive solutions have been considered?

We already have security lighting around the Village Hall building.

However being located on a remote playing field that is open to the public at all times, it is not possible to regulate who visits or congregates around the hall, the playing field or the playground.

Where will the policy relating to CCTV operation be available for people to see and is it audited ?

The policy will be accessible on the Village Hall pages of the Community Website.

The Hall's operations are overseen by Connecting Communities in Berkshire (CCB) and we report annually to the Charities Commission.