



THE MANDEVILLE HALL, KIMBOLTON
Registered Charity No. 302646

CCTV Policy

Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV system located in the Mandeville Hall and owned by the Mandeville Hall.

It was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000). This policy will be subject to periodic review by the Mandeville Hall Committee to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

The Mandeville Hall Committee accepts the principles of the 1998 Act based on the Data Protection Principles as follows:

- 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;
- secure;

Statement of Purpose

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The scheme will be used for the following purposes:

- to reduce the fear of crime by persons using The Mandeville Hall facilities so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups;

- to deter potential dog fouling around the Mandeville Hall and the adjoining playing field.
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the police, the Mandeville Hall Trustees and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display outside the Mandeville Hall.
- to assist all “emergency services” to carry out their lawful duties.

Changes to the Purpose or Policy

A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion at a meeting of the trustees.

Responsibilities of the Owners of the Scheme

The Mandeville Hall Committee retains overall responsibility for the scheme.

Mandeville Hall

CCTV Code of Practice

Management of the System

Day-to-day operational responsibility rests with the Chairman of the Mandeville Hall Committee.

LG Security will carry out maintenance checks & servicing as required and can access the system to carry out maintenance and essential repairs with the permission of the Chairman.

The CCTV system is located in a locked cabinet in the Main Hall.

The cabinet has two doors with a single key, a key is held in the key safe and 2 trustees also hold keys.

Breaches of this policy will be investigated by the Treasurer and reported to the Mandeville Hall Committee.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference in the secure recording area(s).

Control and Operation of the Cameras, Monitors and Systems.

The following points must be understood and strictly observed by operators:

1. Trained operators must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
2. The position of cameras and monitors has been agreed following consultation with the Mandeville Hall Committee.
3. No public access will be allowed to the monitor except for lawful, proper and with sufficient reason, except with approval of the Treasurer or the Chairman. The Police are permitted access to recording media if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the Mandeville Hall to review and confirm the Committee's operation of CCTV arrangements. Any visit by the Police to view images will be logged by the operator.
4. Operators should regularly check the accuracy of the date/time displayed.
5. Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum

number of persons. Digital images will be erased after a period of 8 days.

6. Images will not be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. The Treasurer would inform the Chairman of any such emergency.
7. As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any extracted data that is handed to a police officer should be signed for by the police officer and information logged to identify the recording, and showing the officer's name and police station. The log should also show when such information is returned to the Mandeville Hall by the police and/or the outcome of its use.
8. Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Nos. if appropriate, and the Mandeville Hall Committee notified at the next available opportunity.
9. Any damage to equipment or malfunction discovered by the Chairman should be reported immediately to the person responsible for maintenance, and the call logged showing the outcome. When a repair has been made this should also be logged showing the date and time of completion.
10. Any request by an individual member of the public for access to their own recorded image must be made on an 'Access Request Form' and is subject to a standard fee. Forms are available from the Chairman and will be submitted to the Committee for consideration and reply, normally within 10 days.

Accountability

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Mandeville Hall Committee providing it does not breach security needs.

The Police will be informed of the installation and provided with a copy of this CCTV Policy.

Any written concerns or complaints regarding the use of the system will be considered by the Mandeville Hall Committee, in line with the existing complaints policy.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

I have read the above policy and agree to abide by these instructions. I will discuss any concerns with the Chairman at any time.

Signed

Print Name

Date/...../.....

(Operators are issued with their own copy of this policy and shall sign to confirm receipt and compliance.)

ACCESS REQUEST FORM - CCTV IMAGES

Date of Recording:	Place of Recording:	Time of Recording:	
Applicants Name and Address		Description of Applicant and any distinguishing features (e.g. clothing)	
Post Code: Tel. No:		A recent photograph may be necessary to aid identification.	
Signature of Applicant (or parent/guardian if under 18)			
Reason for request - <i>Continue overleaf if necessary</i>			
Received by:	Chairman's Signature	Date Received	Time Received
Fee Charged / N.A.	Fee Paid:	Request Approved YES/NO	Date Applicant Informed: