

## **Stockbridge Town Hall CIO**

### **CCTV Code Practice**

Approved by email vote following meeting of 15 April 2019



Stockbridge Town Hall Charitable Incorporated Organisation has installed CCTV to detect vandalism, malicious damage and unwarranted access to the hall. This document sets out the code of practice for managing the images created by that system.

- CCTV images are managed by operators authorised by the Town Hall Committee. The operators have password controlled access to the current and retained camera images.
- The system has six cameras, monitoring the High Street and the immediate external vicinity of the hall. There are no cameras monitoring inside the hall.
- CCTV images are normally retained on the system for a maximum of 2 weeks, after which they are automatically overwritten with more recent data. If an incident occurs, some images may be retrieved and stored separately until they are no longer required
- CCTV images may be passed to the police in the event of any potential criminal activity associated with the hall. Images not directly affecting the hall may also be passed to the police on their request.
- CCTV images may be passed to anyone having reasonable cause for acquiring such images. The operators will consider each request on its merits and only provide data if there is reasonable cause for such distribution.
- The operators will maintain a log of all access to the CCTV images.
- Any distribution of recordings, whether to the police or others, will be logged by the operators, including reasons for access and contact details of those receiving the images.
- The CCTV system will be accessed at least once a week to ensure it is working correctly.

#### **Policy Review**

This policy will be reviewed annually and updated where necessary.

#### **Authorised Operators**

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