

# **CCTV POLICY**

## **Kington Langley Village Hall & Kington Langley Playing Fields Association**

### **GUIDING PRINCIPLES**

- The CCTV installation is a joint installation and will be managed jointly
- To deter vandalism and aid its investigation, and to enhance the safety of individuals while minimising intrusions of privacy, especially with respect to children and vulnerable persons.

#### **1. Policy**

KLVH and KLPFA will manage CCTV operations jointly.

##### **Procedure**

The two management committees will jointly appoint a CCTV Manager and arrange for him/her to be CRB checked. The Manager will be responsible for day to day management and oversight of CCTV operations.

#### **2. Policy**

CCTV operations will comply with the ICO CCTV Code of practice.

##### **Procedures**

Recording and playback equipment is to be secured in a locked container with key access restricted to a limited list of CRB checked individuals.

There is to be no unsupervised access/viewing by non-CRB checked individuals.

Viewing of imagery is to be minimised and restricted to investigation of incidents, system maintenance and other legitimate tasks.

The CCTV Manager is to ensure that imagery is not retained any longer than is necessary to meet operational needs.

Requests for the provision of imagery are to be handled in strict accordance with the protocol detailed in the ICO CCTV Code of Practice.

#### **Associated Policies**

**(Kington Langley Village Hall):** Child and Vulnerable Person Protection