Saltford Community Association

CCTV Policy

Closed circuit television (CCTV) is installed at Saltford Hall. This document details the policy and procedures used to control the management, operation, use and confidentiality of the CCTV system.

Purpose
The purposes of the CCTV system are:

- to maintain the security of the premises
- to deter and prevent crime and anti-social behaviour
- to provide a safe and secure environment for visitors and hirers
- to assist Law Enforcement Agencies to carry out their lawful duties

Lawful basis for processing
The CCTV system is used in accordance with Saltford Community Association's (SCA) Data Protection Policy, in order to carry out its day-to-day operations, to meet its objectives and to comply with legal obligations. In particular, the system is used for the prevention and detection of crime, safeguarding staff, volunteers and visitors, and ensuring compliance with health and safety and other relevant policies and procedures.

Scope
Cameras are sited:
- at the front of the hall (tennis court end) overlooking the main entrance and part of the car park
- in the outer foyer above the entry keypad
- in the main foyer at the side of the lift facing the front doors
- inside the bar above the sink
- at the side of the hall overlooking the play area entrance
- at the rear of the hall above the kitchen overlooking the Wansdyke Room

Two further cameras are planned:
- to cover the entrance to the Green Room (red doors) by the play park
- to cover the main parking area to the right of the hall

Management

The Trustees of the SCA have the responsibility for the control of images and decisions on how the CCTV system is used.
Day-to-day operational responsibility rests with the Hall Manager and any staff member or nominated persons instructed by the Trustees

Maintenance
The CCTV system is serviced annually and maintained as necessary by an appropriate security system contractor

Image storage and disclosure

Recorded images will be stored in a way that ensures the security and integrity of the image and allows specific times and dates to be identified.

Normally, images will not be retained for longer than 90 days. On occasion images may need to be retained longer where, for example, an incident has been identified and an access request has been made, or time is required to enable the police to collect relevant images, or the police are investigating a crime and ask for images to be preserved to afford them the opportunity to view the information as part of an active crime investigation.

Disclosure of information will be controlled and consistent with the purpose(s) for which the system is established. Once information is disclosed to the police or any other law enforcement body, they will become data controller for the copy they hold.

Subject Access requests

Requests for access should be made by email or in writing to the Chairman of Trustees, chairman@saltfordhall.co.uk providing sufficient detail for the images on the system to be readily accessed, including date, time and location.

All requests for access are recorded. If disclosure is denied, the reason is documented and the individual will be informed within at least one month of the reason and their right to complain to a statutory authority.

A fee may be charged for an access request, depending on circumstances.

Approved by the Trustees: May 2025 Annual Review due: February 2026

Saltford Community Association is a registered charity number 1162948.