



Cavendish Memorial Hall CCTV Policy

1. This policy outlines Cavendish Memorial Hall's use of CCTV and how it complies with relevant regulations. The use of the CCTV system and its associated images are governed by the Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation (GDPR). The Village Hall also follows the Information Commissioners Office (ICO) CCTV Guidance to ensure that it is used responsibly.
2. As of October 2025, CCTV has been installed at the Memorial Hall for the purpose of safety and security and to reduce crime and antisocial activity. The cameras have been installed to provide a safe and secure environment for members of the public and to prevent loss or damage to the Hall.
3. Appropriate notices are displayed outside of the building to inform people of the presence of the CCTV system.
4. The CCTV system comprises of a restricted access Network Video Recorder (NVR) and Monitor and linked to 1 camera covering.
 1. View of the Entrance Doors to the Memorial Hall.
5. CCTV images will be automatically recorded on a secure, password protected control unit, and shall be automatically deleted after 15 days, unless there is a valid reason to securely hold these images for longer whilst any investigations take place. Images will not be stored on, or transferred to, other devices or removable media such as CDs or flash drives unless required as evidence by the Police or other law enforcement agencies. If images are stored or transferred, this will be documented.
6. CCTV cameras are only sited so they capture images relevant to the purposes for which they are intended. Other than for routine testing purposes, real time CCTV images will not be monitored, unless it is thought that an incident is happening at that time and recorded CCTV images will normally be accessed by authorised personnel only, in the event of a qualifying incident or during routine system testing.
7. Access to any recordings is limited to the Trustees, the Police or other law enforcement agencies, our Insurance Company loss adjusters and other parties (if required) to identify or recover losses or damages and security and safety only. At all times precautions will be taken to protect the rights of the people whose images have been recorded.
8. Individuals have the right on request to receive a copy of the personal data that the Memorial Hall holds about them, including CCTV images if they are recognisable from the image. If anyone wishes to access any CCTV images relating to themselves, they must make a written "subject access request". Individuals may also apply for CCTV footage to be reviewed when a crime or incident has occurred, and there is a reasonable likelihood that the event or incident was captured by the CCTV system. Any requests to access images can be made in writing to the Data Controller with the subject "Subject Access Request". The request must include the date and approximate time when the images were recorded and the location of the CCTV camera, so that the images can be easily located. We will always confirm the identity of the person making the request before processing it. Any requests will be reviewed in line with this policy and full reasons will be provided if any request is declined.



9. The Cavendish Memorial Hall Data Controller for CCTV is the Clerk for Cavendish Parish Council and should be contacted at cavvpc@outlook.com in relation to concerns or complaints regarding the system.
10. We may update this policy from time to time. We encourage you to periodically check the website for any policy updates. ([Parish Council Policy Documents](#))