

# South Harford & Tuckswood Community Association CCTV Policy

## 1) Intent

The purpose of this policy is to ensure that South Harford & Tuckswood Community Association (SH&TCA) complies with the legal requirements on the use of CCTV in a public space with its data protection and privacy implications.

## 2) Purpose of CCTV use by Harford Community Centre

- 2.1 CCTV is used by SH&TCA primarily for the security of Harford Community Centre. It is intended to act as a deterrent to intruders and to inappropriate behaviour within the premises. Cameras are positioned outside the building covering entry points, in the public access areas of the entrance way and lobby.
- 2.2 CCTV is used to support the safety and security of staff and volunteers working within Harford Community Centre, as well as Centre users. It can be used to provide evidence to support investigation into breaches of Centre security.
- 2.3 CCTV is also installed in the communal kitchen area. This is for safety reasons due to presence of electrical appliances, boiling water and the increased risk of fire.

## 3) Procedures

- 3.1 CCTV will not be used for any purpose other than those outlined above and will not include audio recording.
- 3.2 Making users aware:  
SH&TCA will be transparent about Harford Community Centre's use of CCTV and will make all users aware that the recording of images is in progress.  
A large, clear poster is present in the lobby of the Centre making users aware of the presence of CCTV cameras. The use of CCTV is outlined in all hire agreements, and is publicised on the Harford Community Centre website.
- 3.3 The trustees of Harford Community Centre, who comprise the Committee, will have responsibility for the control of images and decisions on how the system is used.

- 3.4 CCTV recordings and data will be classified as confidential information and held in systems with appropriate security measures in order to safeguard against unauthorised access.
- 3.5 Recorded images will be stored in such a way that ensures the security and integrity of the image and allows specific dates and times to be identified.
- 3.6 Access to CCTV footage:  
CCTV will only be accessed if required in the event of an incident. An 'incident' may be an act of vandalism or damage, anti-social behaviour, a safe-guarding concern, criminal activity or an accident.  
In the event of an incident, the CCTV footage will be viewed by two people: The Centre Manager and a trustee. CCTV footage will only be accessed from the Centre office. Password access is required.
- 3.7 Recordings and data will be held for a maximum of one month unless required to be kept by law enforcement. After this time, recordings are routinely deleted by the CCTV system.
- 3.8 Recordings:  
A separate recording of CCTV footage will only be made if required by the police for an investigation. This will be stored on the Centre Office computer only for as long as the police require. Once information is disclosed to the police or any other law enforcement body, they will become the data controller for the copy they hold.

**5) Other relevant policies**

- GDPR policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- At-Risk Adults Policy

**5) Review**

This policy will be reviewed every two years.

Date agreed: March 2025

Signature (Chair): .....

Signature (Secretary): .....

Date of review: March 2027