

# **Holme Pierrepont and Gamston Parish Council**

## **CCTV Policy**

Cameras are located around the Gamston Village Hall which record continually to a centrally located hard drive. The system is intended to provide an increased level of security for the building and also for the benefit of those who visit.

It will be used for the following reasons

- To detect, prevent or reduce the incidence of crime
- To prevent and respond effectively to all forms of harassment and disorder.
- To reduce the fear of crime
- To create a safer environment
- To gather evidence by a fair and accountable method
- To provide emergency services assistance
- To assist with health and safety and other serious occurrences.

Cameras are external to the building and are sited to cover entry/exit points and the green area in front of the building. They do not cover any adjacent properties.

The cameras are not monitored and recordings will be retained for approx 5 days before being automatically overwritten. Stored images will only be reviewed following an incident or at the request of the Police.

In the latter case, recordings provided to them will be retained under their own policies and legislation.

Signs are displayed so any user of the hall is aware that CCTV is being recorded.

The CCTV system and all recorded material and copyright are owned by Holme Pierrepont and Gamston Parish Council.

### **General Data Protection Regulations.**

CCTV digital images, if they show a recognisable person, are personal data and are covered by the GDPR.

Anyone who believes that they have been filmed by CCTV is entitled to ask for a copy of the data, subject to exemptions contained in the regulations.

Data Subjects may make a Subject Access Request for CCTV images/recordings/information about themselves by applying in writing or email to the Clerk, Holme Pierrepont and Gamston Parish Council (email: [clerk@holmepierrepontandgamstonpc.org.uk](mailto:clerk@holmepierrepontandgamstonpc.org.uk) ) and must provide the following:

- Dates and times of the incident or their visit to Gamston Village Hall.
- 2 photographs, one full face and one side view.
- Proof of identity (e.g driving licence/passport containing a photograph).
- A cheque or cash in the sum of £10.00.
- Suitable USB medium device (1 Hour segments of 1 camera = 1Gb)

A response will be provided promptly and in any event within 40 calendar days of receiving the required fee and information

HP&GPC has the right to refuse a request for a copy of the data particularly where such access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders.

If it is decided that a data subject access request is to be refused, the reasons will be fully documented and the data subject informed in writing, stating the reasons.