Long Preston Village Hall

CCTV Policy

1. The system is owned by Long Preston Village Hall Management Committee, and its purpose is to discourage crime, antisocial behaviour, loss or damage to the hall and to give reassurance to members of the public and tenants.
2. The Village Hall Management Committee has registered with the Information Commissioners Office (IOC) and will comply with the ICO CCTV Code of Practice to ensure that it is used responsibly.
3. Cameras are positioned round the exterior of the building, in the reception area and the snooker room.
4. The use of the CCTV system and its associated images are governed by the General Data Protection Regulation (GDPR), and at all times, the privacy of individuals recorded, will be protected.
5. CCTV images from the cameras are recorded on a secure and password protected system located locally within the Village Hall. Images are stored to the locally protected hard drive and are delated once space is required for new images. The normal length for image storage before deletion, is a maximum of 60 days.
6. Warnng stickers have been placed on windows of the Hall informing the public that CCTV cameras are in operation.
7. Images can be view by three designated members of the Management Committee, who have undertaken a Basic DBS check to confirm their suitability.
8. Access to any recordings is limited to the Management Committee, the Police, our Insurance Company loss adjustors (if required) and other parties for the purposes of our security and safety only.
9. The cameras only record images and no sound
10. CCTV cameras are sited to capture images for the purpose they are intended. They are not monitored unless an incident is occurring/has occurred or to ensure that the cameras are working.
11. Individuals may apply for CCTV footage to be reviewed, when a crime or incident has occurred in the vicinity of the Hall, in the event that the incident may have been captured by the cameras. This request should be in writing, and each request will be looked at on an individual basis and in line with our GDPR policy.

6th September 2026/LP