

CCTV Policy for the Detection and Prevention of Crime



1. Policy Statement

This CCTV policy outlines the responsible and lawful use of Closed-Circuit Television (CCTV) systems for detecting and preventing crime in accordance with relevant UK legislation, including the Data Protection Act 2018 (DPA 2018), the UK General Data Protection Regulation (UK GDPR), the Human Rights Act 1998, the Freedom of Information Act 2000, and the Protection of Freedoms Act 2012. The CCTV system is deployed to enhance the security of the premises and the safety of individuals, and to assist in preventing and detecting criminal activities.

2. Purpose

The primary purpose of the CCTV system is to:

- detect and prevent criminal activity
- ensure the safety of members, visitors, and property
- assist in the investigation of crime and provide evidence to relevant law enforcement authorities

3. Scope

This policy applies to all personnel who are responsible for the management, operation, and use of the CCTV system, as well as to individuals whose images and audio may be captured by the system. The system operates 24/7 and covers external and internal areas of the premises as deemed necessary for crime prevention and security purposes. Both video and audio are recorded to ensure the safety and security of all individuals on the premises. The recordings are used for security monitoring, incident investigations, and may be provided to law enforcement if necessary.

4. CCTV System Operation

4.1 System Management

The CCTV system will be operated by authorised personnel in compliance with this policy. The system will not be used for any purpose other than the prevention and detection of crime or for



public safety. All monitoring and recording will be undertaken in a manner that respects individuals' privacy rights.

4.2 Locations Monitored

CCTV cameras are positioned to cover key areas where there is a higher risk of criminal activity or threats to safety. Cameras are placed to avoid unnecessary intrusion into areas not relevant to crime prevention. Notices informing individuals of the use of CCTV are prominently displayed at entrances to the premises, in compliance with the Information Commissioner's Office (ICO) Code of Practice. Audio recording is in operation in areas likely to capture such criminal offences. To protect members privacy, care has been taken to ensure that areas unlikely to capture such offences have video recording only. Therefore, external cameras will audio record. Cameras in the bar area will audio record. Cameras in the corridor will not audio record.

5. Compliance with Data Protection Law

5.1 Lawful Basis

The processing of personal data via CCTV is conducted on the lawful basis of legitimate interests, as the system is necessary for crime prevention and the protection of property and individuals.

5.2 Transparency

Individuals will be informed that CCTV is in operation through clear and visible signage.

5.3 Data Subject Rights

Individuals whose images are recorded by the CCTV system have the right to access their personal data under the UK GDPR. Requests for access should be made in writing to the Data Controller. Requests will be processed within one month unless they are excessive or repetitive, in which case we reserve the right to extend the response period by a further two months.

5.4 Security of Data

Recorded data will be stored in a secure environment, accessible only to authorised personnel. Access to footage will be restricted to prevent unauthorised viewing, editing, or copying.



5.5 Sharing of Footage

Footage will only be shared with authorised bodies, such as the police, where necessary for the investigation of a crime or where required by law. Any sharing of data will be recorded and justified in compliance with data protection law.

6. Responsibilities

6.1 Data Controller

The organisation is the Data Controller and is responsible for ensuring that the CCTV system complies with the UK GDPR and other relevant legislation.

6.2 Data Processor

Third-party service providers involved in maintaining the CCTV system, if any, will act as Data Processors. They must adhere to data protection principles and must not process the data for any purposes other than those agreed upon.

7. Privacy Impact Assessment (PIA)

A Privacy Impact Assessment will be carried out to assess the necessity and proportionality of the CCTV system in relation to the potential impact on individuals' privacy. This assessment will be reviewed if there are significant changes to the system or legislation.

8. Retention Policy

All CCTV footage is recorded and stored securely. Recorded data will be stored for a maximum period of 30 days, unless there is a legitimate reason for retaining it longer, such as an ongoing investigation. After this period, the data will be securely deleted or overwritten. In cases where footage is required for evidential purposes, it may be retained for as long as necessary in accordance with legal obligations. The retention period will be reviewed periodically to ensure compliance with best practices and legal obligations.



9. Monitoring and Review

This policy will be reviewed annually to ensure compliance with any changes to relevant legislation or best practice guidelines. Regular audits of the CCTV system will be conducted to ensure it remains effective for its intended purpose and that it continues to operate lawfully.

10. Complaints

Complaints regarding the operation of the CCTV system should be made in writing to the Data Controller. Complaints will be investigated and resolved in accordance with the organisation's complaints procedure.

Data Controller Contact Details:

Wigton Theatre Club
John Peel Theatre
Station Road
Wigton
Cumbria
CA7 9AE
info@wigtontheatre.org
01697 424624

This policy complies with all relevant UK legislation and data retention guidelines and reflects our commitment to using CCTV responsibly for the prevention and detection of crime.

Related Policies

GDPR Policy

Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Committee	Oct 2024	Initial draft	Annually

