01 Health and safety procedures

**01.22 Closed circuit television (CCTV)**

The external CCTV system is owned and operated by Yelvertoft Village Hall, where we hire our pre-school room. There is no CCTV inside the building.

CCTV is used for the purpose of providing additional security for the Village Hall and all its users and visitors.

The use of CCTV is informed by the guiding principles of the Surveillance Camera Code of Practice (Home Office 2013) as follows:

1. Use of a surveillance camera system must always have a specified purpose which is in pursuit of a legitimate aim and necessary to meet a pressing need.

The purpose will be to further support the perception of the safety of all Village Hall users and visitors, to protect the Village Hall and its assets; to assist in the detection of any crime that may have been committed and ultimately to further ensure that the safeguarding and welfare requirements of the Early Years Foundation Stage are adhered to at all times. CCTV is never used without a specified purpose and likewise is not reviewed by persons who do not have authority and a specific reason for doing so.

1. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.

The Human Rights Act (1998) gives every individual the right to private life and correspondence. This means that CCTV will only be used in the external public areas of the setting i.e. car park, play park and pre-school garden area.

1. There are signs clearly displayed for staff, parents and visitors, informing them that CCTV is in operation and that they may be recorded outside the building. The procedure is displayed for staff, visitors and parents. Complaints relating to the use of CCTV should be discussed with the setting manager in the first instance following 10.2 Complaints procedure for parents and service users.
2. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.

The Village Hall premises manager is responsible for the day-to-day management of the CCTV system. Images are stored on the system for up to 4 weeks and are then automatically recorded over. Images are not routinely scrutinised unless there is a legitimate reason to do so.

1. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated with all who need to comply with them. The Village Hall committee are registered with the Information Commissioners Office (ICO) which regulates their use of the equipment and recommends best practice. Their separate [Data Protection Policy and Procedures](https://yelvertoftvillagehall.co.uk/wp-content/uploads/2022/02/DATA-PROTECTION-POLICY-AND-PROCEDURES-May-2018.pdf) is available from their website: [www.yelvertoftvillagehall.co.uk/terms-conditions-policies](http://www.yelvertoftvillagehall.co.uk/terms-conditions-policies) and as an appendices to this policy.

**Legal basis**

Human Rights Act 1989

Data Protection Act 1998

Protection of Freedoms Act 2012

GDPR 2018

**Guidance**

Surveillance Camera Code of Practice (Home Office 2013) [www.gov.uk/government/publications/surveillance-camera-code-of-practice](http://www.gov.uk/government/publications/surveillance-camera-code-of-practice)