

CCTV Policy

Implemented: 01/05/2022

Last Review: 01/05/2022

Next Review: 01/11/2023

1. Introduction

This is the closed-circuit television (CCTV) Policy of Poole Communities Trust. This policy outlines how the Trust uses CCTV at the Branksome Community Centre and Bourne Community Hub and processes the personal data obtained in accordance with data protection laws.

The Trust uses CCTV and the images/ recordings produced to:

- Prevent or detect crime
- Keep its visitors and staff in a safe and secure environment
- Prevent damage to the Trust properties and its surroundings

2. About this policy

CCTV cameras are used by the Trust to view and record individuals on and around its premises. This policy outlines why CCTV is in use, how CCTV will be used and how the data recorded by CCTV cameras will be processed to ensure compliance with data protection law and best practice. This policy also explains how to make a subject access request in respect of personal data created by CCTV.

The Trust recognises that information held about individuals is subject to data protection legislation. The CCTV images it records of individuals in its buildings and on its grounds are personal data and therefore subject to the legislation. The Trust are committed to complying with their legal obligations and seek to comply with best practice suggestions from the Information Commissioner's Office (**ICO**).

This policy covers all visitors, hirers, staff, volunteers, visitors and Trustees.

This policy does not form part of the terms and conditions of any employment or other contract and may be amended at any time.

This policy has been agreed and implemented by the Board of Trustees and will be regularly reviewed to ensure that it meets legal requirements and relevant guidance published by the ICO.

3. Monitoring

CCTV monitors the interior, exterior of buildings, and the entrances 24 hours a day.

Camera locations are chosen to minimise viewing of spaces not relevant to the legitimate purpose of the monitoring. CCTV cameras will not focus on areas expected to be private, for example, toilets, etc.

Surveillance systems will not be used to record sound.

Authorised members of staff in the course of their duties monitor images.

Staff using surveillance systems will be given appropriate training to ensure they understand and observe the legal requirements related to the processing of relevant data.