



Northborough Community Association
Northborough & Deeping Gate Village Hall,
Cromwell Close, Northborough, PE6 9DP
Charity Number: 302652

CCTV Policy

Introduction

This document is the CCTV Policy of Northborough Community Association (NCA), and applies to Northborough and Deeping Gate Village Hall (N&DGVH).

CCTV Closed circuit television (CCTV) is installed on the exterior of N&DGVH. This document details the policy and procedures used to control the management, operation, use and confidentiality of the CCTV system.

The system is co-owned with the Northborough Parish Council (NPC).

Purpose

The purposes of the CCTV system are:

- to maintain the security of the premises
- to deter and prevent crime and anti-social behaviour
- to provide a safe and secure environment for visitors and hirers
- to assist Law Enforcement Agencies to carry out their lawful duties

Lawful basis for processing

The CCTV system is used in accordance with N&DGVH Data Protection Policy, in order to carry out its day-to-day operations, to meet its objectives and to comply with legal obligations. In particular the system is used for the prevention and detection of crime, safeguarding volunteers and visitors, and ensuring compliance with health and safety and other relevant policies and procedures.

Cameras are sited:

1. at the front of the hall overlooking the main car park
2. at the front of the hall overlooking the main entrance and driveway
3. on the left side of the hall overlooking the overflow car park
4. on the left side of the hall overlooking the overflow car park (pan-tilt-and-zoom camera)
5. on the right side of the hall
6. at the back of the hall

Images are recorded digitally and stored automatically for up to 21 days on a recorder which is secured in a designated secure cupboard in the hall. Use of remote access is restricted to NCA committee members and NPC councillors with specific authorisation.

NCA has responsibility for the control of images and decisions on how the CCTV system is used. Day-to-day operational responsibility rests with the NCA Chair and any NCA committee member(s) nominated by the committee.

Maintenance

The CCTV system is maintained as necessary by the original suppliers (Ace4digital).

Image storage and disclosure

Recorded images will be stored in a way that ensures the security and integrity of the image and allows specific times and dates to be identified. Normally, images will not be retained for longer than 21 days. On occasion images may need to be retained longer where, for example, an incident has been identified and an access request has been made, or time is required to enable the police to collect relevant images, or the police are investigating a crime and ask for images to be preserved to afford them the opportunity to view the information as part of an active crime investigation.

Disclosure of information will be controlled and consistent with the purpose(s) for which the system is established. Once information is disclosed to the police or any other law enforcement body, they will become data controller for the copy they hold.

Subject access requests

Requests for access should be made by email or in writing to NCA, providing sufficient detail for the images on the system to be readily accessed, including date, time and location. All requests for access are recorded. If disclosure is denied, the reason is documented and the individual will be informed within at least one month of the reason and their right to complain to a statutory authority. A fee may be charged for an access request, depending on circumstances.

Version control

Date	Changes	Version
19 Nov 2025	Document rewritten as part of a full review of NCA Policies & Procedures	2