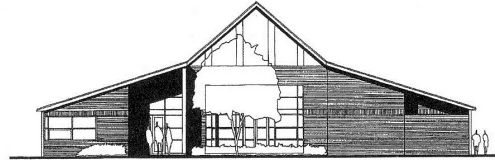


THE SCAYNES HILL VILLAGE CENTRE TRUST



A MILLENNIUM PROJECT
SUPPORTED BY FUNDS
FROM THE NATIONAL LOTTERY



Closed Circuit Television(CCTV) Policy

Agreed by the trustees at the meeting on

January 2024

Review due: January 2025

Signed:(Chair)

Closed Circuit Television (CCTV)Policy

Scaynes Hill Millennium Village Centre (SHMVC)has installed CCTV cameras to cover the front and rear entrances to the hall.

Purpose and Objective

1. To monitor activity around the hall and support the police in identifying antisocial or illegal behaviour.
2. To deter antisocial and illegal behaviour.

This CCTV policy reflects the code of practice of The Data Protection Act 2018 and The General Data Protection Regulation 2018. SHVC complies with the Government's Code of Practice (<https://www.gov.uk/data-protection-your-business/using-cctv>) to ensure that it is used responsibly. An annual registration fee is paid to <https://ico.org.uk/for-organisations>.

Signage

CCTV signs are clearly and prominently displayed at the Main Entrance Door and at the front of the Main Hall. There will be a notice with details of the "Data Controller" who has responsibility for the system on the notice board.



Registered Charity No. 1069703
Registered Office: Scaynes Hill Millennium Village Centre, Lewes Road, Scaynes Hill, West Sussex RH17 7PG
Telephone: 01444 831511
Website: www.scayneshillcentre.org

Siting the Cameras and Coverage

Cameras have been sited carefully so that they only show images relevant to the purposes for which they are installed (described in “Purpose and objective” above) and care has been taken to ensure that reasonable privacy expectations are not violated.

Notification

Regular and ad hoc hirers will be informed of the policy.

Complaints

Enquiries, complaints, or Subject Access Requests (SAR) about the operation of SHVC's CCTV system should be directed to the booking secretary in the first instance at book@scayneshillcentre.org or on 01444 831511

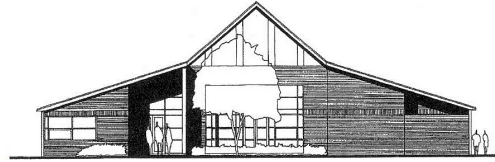
Review

This policy will be reviewed at least annually by the Scaynes Hill Millennium Village Centre Management Committee or when new legislation requires this policy to be updated. The CCTV Notice appended to this policy forms a checklist for the SHVC Management Committee to use and is displayed on the noticeboard in the SHVC lobby to provide assurances on the proper use of CCTV to volunteers, staff, hirers, visitors and contractors

THE SCAYNES HILL VILLAGE CENTRE TRUST



A MILLENNIUM PROJECT
SUPPORTED BY FUNDS
FROM THE NATIONAL LOTTERY



Scaynes Hill Millennium Village Centre

CCTV NOTICE

The CCTV system installed at Scaynes Hill Village Centre ("SHVC") is controlled by the SHVC Management Committee which is responsible for how the system is used.

The data controller is the centre chair.

Day-to-day operational responsibility lies with the Scaynes Hill Millennium Village Centre Chair who reports directly to the SHVC Management Committee. They can be contacted at

book@scayneshillcentre.org or 01444 831511

The SHVC Management Committee has considered the need for using CCTV and has decided that it is required to deter and possibly identify person(s) causing nuisance or damage in the vicinity of the Scaynes Hill Millennium Village Centre.

An annual review of the use of CCTV will be completed.