

Tanterton Village Centre,
Kingsgrove,
Tanterton,
Preston PR2 7BX
Tel: 01772 727072
Website: <http://tantertonvillagecentre.org.uk>



CCTV Policy

Tanterton Village Centre Limited (TVC Ltd) is a Registered Charity made up entirely of volunteers who are responsible for the day to day running of the Tanterton Community Centre. Tanterton Village Centre Limited also relies on volunteers from user groups and the local community to help with activities, events and fundraising.

The Tanterton Centre is host to a CCTV system. This CCTV system was re commissioned in December 2015. Following this re commissioning TVCLtd have adopted the Home Office 'Surveillance Camera Code of Practice' issued in June 2013.

TVCLtd have agreed to abide by the following 12 'Guiding Principles' from the Code of Practice:

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

The legitimate aim is to protect the Centre and particularly its users from Anti Social Behaviour (ASB), Vandalism, Criminal Damage, the Threat of Violence and any other potential problem that users of the Centre may encounter.

2. 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.

Regular annual reviews of the Privacy Impact Assessment will be undertaken to ensure that the CCTV system remains justified in its use.

3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.

Signage informing the Centre's users is prominently placed for internal and external viewing. The contact person is the TVCLtd Health and Safety Director – Bruce Ellison. He can be accessed through information@tantertonvillagecentre.org.uk or by telephoning 01772727072.

4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.

The only person authorised by the TVCLtd Trustees to operate the CCTV system is the Health and Safety Director. He is the responsible person. No images are to be stored on any computer other than those computers belonging to the Police.

5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.

Signage is in prominent positions in the Centre which is visible both internally and externally to the Centre. TCV Ltd CCTV Policy is available upon request.

6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.

The CCTV hard drive is an automatic overwrite system with approximately 3 to 4 weeks storage capacity.

7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.

Access to the CCTV recording system's hard drive is by the designated person and only for the purpose of identifying Health and Safety issues. Any unlawful acts will be reported to the Police. No images will be disclosed by TVCLtd. Only the Police have the authority to disclose images.

8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.

TVCLtd follows the Home Office Surveillance Camera Code of Practice. The Health and Safety Director will with the aid of the certified CCTV installation company be kept up to date with any training or standards relevant to the operation of the CCTV system.

9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.

Non Police computers with access to the CCTV system are password protected and the password restricted to the Health and Safety Director, the responsible person.

10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.

A quarterly review and audit will be carried out by other TVC Trustees to ensure compliance to the above principle.

11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.

All issues arising from the stated aims for the CCTV system WILL be reported to the Police.

12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

No images will be stored by or on equipment operated by TVCLtd. The responsibility for a database or any other system will be the responsibility of the Police.



Here for you!

Tanterton Village Centre Ltd,
Kidsgrove, Ingol, Preston PR2 7BX
Company Registration Number: 8811234
Charity Registration Number: 1161845