

CCTV Policy

Statement of General Policy

1 Introduction

- 1.1 The Kingsbury Charity (the **Charity**) uses closed circuit television (CCTV) images to protect the charity's property and to provide a safe and secure environment for its' residents and all visitors to the charity's premises.
- 1.2 This policy sets out the details of how the charity will collect, use, and store CCTV images. For more information on privacy rights associated with the processing of personal data collected through CCTV images, please refer to the charity's Data Protection Policy.
- 1.3 The charity's CCTV facility, unless there are exceptional circumstances, will only record images. There is no audio recording i.e. conversations are not recorded on CCTV.

2. Purposes of CCTV

- 2.1 The charity has carried out a data protection impact assessment and based on its findings it considers it necessary and proportionate to install and use a CCTV system. The data collected from the system will assist in:
 - 2.1.1 Prevention or detection of crime or equivalent malpractice
 - 2.1.2 The identification and prosecution of offenders
 - 2.1.3 The monitoring of the security of the residents and the charity's premises
 - 2.1.4 Ensuring that health and safety rules and charity policies and procedures are being adhered to
 - 2.1.5 The identification of unauthorised actions or unsafe working practices that might result in disciplinary proceedings being instituted against contractors, suppliers, residents, staff, volunteers and to assist in providing relevant evidence.

3. Location of Cameras

- 3.1 Cameras are located at strategic points throughout the charity's premises, principally at the entrance and exit points. The charity has positioned the cameras so that they only cover communal or public areas on the charity's premises, and they have been sited so that they provide clear images.



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- 3.2 All cameras are clearly visible (with the exception of any that may be temporarily set up for covert recording).
- 3.3 Appropriate signs are displayed so that residents, contractors, suppliers, staff, volunteers, and other visitors are aware they are entering an area covered by CCTV.

4. Recording and retention of images

- 4.1 Images produced by the CCTV equipment are intended to be as clear as possible so that they are effective for the purposes set out above. Maintenance checks of the equipment are undertaken on a regular basis to ensure it is working properly and that the media is producing high quality images.
- 4.2 Images may be recorded constantly and in real-time i.e. 24 hours a day throughout the year.
- 4.3 As the recording system records digital images, any CCTV images that are held on the hard drive of a PC or server are deleted and overwritten on a recycling basis and, in any event, once the hard drive has reached the end of its use, it will be erased prior to disposal.
- 4.4 Images that are stored on, or transferred on to, removable media such as SD cards, USB's or DVDs, or which are stored digitally, are erased or destroyed once the purpose of the recording is no longer relevant. In normal circumstances, this will be a period of 12 months. However, where a law enforcement agency is investigating a crime, images may need to be retained for a long period.

5. Access to and disclosure of images

- 5.1 Access to, and disclosure of, images recorded on CCTV is restricted. This ensures that the rights of individuals are retained. Images can only be disclosed in accordance with the purposes for which they were originally collected.
- 5.2 The images that are filmed are recorded centrally and held in a secure location. Access to recorded images is restricted to the operators of the CCTV system and those authorised to view them in accordance with the purposes of the system. Viewing of recorded images will take place in a restricted area. If media on which images are recorded are removed for viewing purposes, this will be documented.
- 5.3 Disclosure of images to other third parties will only be made in accordance with which the system is used and will be limited to:



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- 5.3.1 The police and other law enforcement agencies, where the images recorded could assist in the prevention or detection of a crime or the identification and prosecution of an offender or the identification of a victim or witness.
- 5.3.2 Prosecution agencies, such as the Crown Prosecution Service.
- 5.3.3 Relevant legal representatives.
- 5.3.4 Trustees of the charity for non-compliance with rules and regulations, performance management or disciplinary issues.
- 5.3.5 Individuals whose images have been recorded and retained (unless disclosure would prejudice the prevention or detection of crime or the apprehension or prosecution of offenders).
- 5.4 The Chairman of the Trustees (or another Trustee acting in their absence) is the only person who is permitted to authorise disclosure of images to external third parties such as law enforcement agencies.
- 5.5 All requests for disclosure and access to images will be documented, including the date of the disclosure, to whom the images have been provided and the reasons why they are required. If disclosure is denied, the reason will be recorded.

6. Individuals' access rights

- 6.1 Under the UK's data protection laws, including the General Data Protection Regulation (GDPR), individuals have the right to request to receive a copy of the personal data that the charity holds about them, including CCTV images if they are recognisable from the image.
- 6.2 If an individual wishes to access any CCTV images relating to them, they must make a written request to the charity. The charity will not usually make a charge for such a request but may charge a reasonable fee if the request is unfounded, excessive or repetitive. The request must include the date and approximate time when the images were recorded and the location of the particular CCTV camera, so that the images can be easily located.
- 6.3 The charity will endeavour to respond promptly and in any case within one month of receiving a request. However, where a request is complex or numerous, the charity may extend the one month to respond by a further two months.
- 6.4 The charity will always check the identity of the resident or individual making the request before processing it.



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- 6.5 The charity will need to determine whether a request will disclose third party images, as these images may need to be obscured if it would involve an unfair intrusion into their privacy.
- 6.6 If the charity is unable to comply with a request because access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders, then they will be advised accordingly.

7. Covert recording

- 7.1 The charity is aware that covert recording can only be done in exceptional circumstances e.g. where the charity suspects criminal activity is taking place. On this basis the charity will only undertake covert monitoring if it has carried out a data protection impact assessment which has addressed the following:
 - 7.1.1 The purpose of the covert recording.
 - 7.1.2 The necessity and proportionality of the covert recording.
 - 7.1.3 The risks to privacy rights of the individual(s) affected by the covert recording.
 - 7.1.4 The time parameters for conducting the covert recording.
 - 7.1.5 The safeguards and/or security measures that need to be put in place to ensure the covert recording is conducted in accordance with the data protection laws, including the GDPR.
- 7.2 If after undertaking the data impact assessment the charity considers there is a proportionate risk of criminal activity, or equivalent malpractice taking place or about to take place, and if informing the individual(s) concerned that the recording is taking place would seriously prejudice its prevention or detection, the charity will covertly recorded the suspected individual(s). In doing so, the charity will rely on the protection of its own legitimate interests as the lawful and justifiable legal basis for carrying out the covert recording.
- 7.3 Before the covert recording commences the charity will ensure the Chairman of the Trustees (or another Trustee acting in their absence) agrees with the findings of the data protection assessment and provides written authorisation to proceed with the covert recording.
- 7.4 Covert monitoring may include both video and audio recording.
- 7.5 Covert monitoring will only take place for a limited and reasonable amount of time consistent with the objective of assisting in the prevention and detection of a particular suspected criminal activity or equivalent malpractice. Once the specific investigation has been completed, covert monitoring will cease.



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7.6 Information obtained through covert monitoring will only be used for the prevention or detection of criminal activity or equivalent malpractice. All other information collected during the course of the covert monitoring will be deleted or destroyed unless it reveals information which the charity cannot reasonably be expected to ignore.

8. Training

8.1 The charity will ensure that all persons handling CCTV images or recordings are trained in the operation and administration of the CCTV system and on the impact of the laws regulating data protection and privacy with regards to the system.

9. Implementation

9.1 The charity's Data Protection Officer is responsible for the implementation of and compliance with this policy and the operation of the CCTV system. They will conduct a regular review of the charity's use and processing of CCTV images and always ensure that, it remains compliant with the laws regulating data protection and privacy. Any complaints or enquiries about the operation of the CCTV system should be addressed to the Data Protection Officer.

10. Data Protection

10.1 The charity will process the personal data collected in connection with the operation of the CCTV policy in accordance with its data protection policy and any internal privacy notices in force at the time. In appropriate access or disclosure of this data will constitute a data breach and should be reported to the charity's Data Protection Officer.