

Wootton and Dry Sandford Community Centre Ltd

Charity No. 1121899

Company No. 6441376

Storing and Accessing CCTV Images

The Wootton and Dry Sandford Community Centre premises are protected by a CCTV camera system. The following paragraphs describe the procedures by which CCTV images are recorded, stored and may be accessed.

The approaches to the premises are covered on all sides by CCTV cameras which automatically record any movement within their field of view. The images so generated are stored on a computer hard drive for a period of one month before they are automatically deleted. Images are automatically indexed by date and time. When the retention period has expired, the images are deleted.

If an event of vandalism or illegal intrusion on the premises occurs, the CCTV images may be accessed to identify the person or persons involved and provide evidence for any subsequent legal proceedings. Images may be accessed only by members of the W&DSCC Management Committee, employees of the security firm which maintains the CCTV system or police officers. If the images are considered to be material evidence, they will be handed over to the police.

The computer equipment storing the images is stored in a locked room protected by an alarm system. Only the authorised persons noted above have access to the computer and the password. Access to, and the disclosure of, CCTV images and the disclosure of images to third parties is restricted and carefully controlled to ensure the rights of individuals are protected. The chain of evidence must remain intact if the images are required for evidential purposes. Reasons for the disclosure of the images must be compatible with the purpose for which the images were originally recorded.

Where images are viewed, the following information will be documented:

- The date and time of viewing
- The names of the person viewing the images
- The reason for the viewing
- The outcome if any of the viewing.

If images are to be held for evidential purposes, they will be kept in a secure place with controlled access. Images may be removed on CD/DVD disks or other portable memory devices. Where images are likely to be used in legal proceedings, the following should be documented:

- The date on which the images were removed from the general system
- The reason why they were removed
- Any crime incident number to which the images are relevant
- The location of the images
- The signature of the collecting person.

Kevin Langley
(Company secretary)
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