



CCTV POLICY

Committee Draft Agreement agreed on 22/1/2024

Agreement of Membership at the AGM on 27th January 2024

INTRODUCTION

Torquay Allotment Holders co-operative association Ltd uses CCTV to protect the society's property and to provide a safe and secure environment for its plot holders and visitors to the site. This policy sets out the details of how society will collect, use, and store these images.

The society's CCTV facility will only record images. There is no audio recording i.e. conversations are not recorded on CCTV.

PURPOSES OF CCTV

The society considers it necessary and proportionate to install and use a CCTV system.

The data collected from the system will assist in:

- *Fly tipping at both entrances
- *Prevention or detection of crime or equivalent malpractice.
- *Identification and prosecution of offenders.
- *Monitoring of the security of the society's business.
- *Ensuring health and safety rules and society procedures are being complied with.

LOCATION OF CAMERAS

A camera is situated adjacent to the main entrance to the allotments on Barton Hill Way. Other cameras are planned to cover the other entrances in the future. The camera is placed to cover the communal or public areas on the society's premises and have been sited so that they provide clear images.

Appropriate signs are prominently displayed so that plot holders and visitors are aware they are entering an area covered by CCTV.

RECORDING AND RETENTION OF IMAGES

Images produced by the CCTV equipment are intended to be as clear as possible so that they are effective for the purpose set out above. Maintenance checks are carried out on the equipment on a regular basis to ensure it is working properly and the media is producing high quality images. All recordings are retained for no longer than 14 days and deleted at the end of the cycle. Any incident must be reported within 7 days to avoid deletion within the 14-day cycle.

ACCESS TO AND DISCLOSURE OF IMAGES

Access to, and disclosure of, recorded images 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. Access to recorded images is restricted to the operators of the CCTV system and those officials who are authorised to view them in accordance with the purposes of the system. Viewing of recorded images will take place in a restricted area to which other unauthorised persons will not have access when viewing is occurring.

Disclosure of images to other third parties will only be made in accordance with the purposes for which the system is used and will be limited to: The Police and other law enforcement agencies, where the images recorded could assist in the detection and prevention of a crime or the identification and prosecution of an offender or the identification of a victim or witness.

Relevant legal representatives.

Individuals whose images have been recorded and retained (unless disclosure would prejudice the prevention or detection of crime or apprehension or prosecution of offenders.

The society committee are the only persons who are permitted to authorise disclosure of images to external third parties such as law enforcement agencies.

All requests for disclosure will be documented, including the date of disclosure to whom the images have been provided and the reasons why they are required. If disclosure is denied the reason will be recorded.

INDIVIDUALS RIGHT TO ACCESS

Under the UK's data protection laws, including the General Data Protection Regulations, individuals have the right on request to receive a copy of the personal data that the society holds about them, including CCTV images if they are recognisable from the image. If you wish to access to any CCTV images relating to you, you must make a written request to the society's Committee at the registered address or by email to: secretary@tahcal.co.uk

The society will usually not make a charge for such a request, but we may charge a reasonable fee if you make a request that is manifestly unfounded excessive or is repetitive. Your request must include the date and approximate time when the images were recorded and the location of the camera, so that images can be easily located, and your identity established as the person in the images.

The society will usually respond promptly and in any case within one month of receiving the request. However, where a request is complex or numerous the society may extend the one month to respond by a further two months.

The Society will always check the identity of the person making the request before processing it.

The Committee will always determine whether disclosure of your images will reveal third party information, as you have no right to access CCTV images relating to other people.

If the society is unable to comply with your request because access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders, you will be advised accordingly.

IMPLEMENTATION

The society's Committee is responsible for the implementation and compliance with this policy and the operation of the CCTV system and will conduct a regular review of the society'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 society's CCTV system should be addressed to the committee.

Access and disclosure form available on request.

Access and disclosure form

Please use the form below for Access and disclosure of CCTV images request.

Name or agency
Address
Postcode
Telephone Number
Email address
Reason for request
Approximate date and time of footage requested.

Committee Use:

Identity of person making request confirmed Yes/No

Form of Identity provided Yes/No

Request reviewed by committee on - Date:

Request Granted on - Date:

Request Denied on - Date:

If denied. Reason for denial information below

CASE NUMBER