



# Magor and Undy Community Hub

## CCTV Policy – Magor and Undy Community Hub

### 1. Purpose

The purpose of this CCTV Policy is to ensure that Closed-Circuit Television (CCTV) systems are used responsibly, lawfully, and effectively to:

- Enhance the security and safety of staff, visitors, and property.
- Deter and detect criminal activity and anti-social behaviour.
- Assist in investigations and disciplinary or legal proceedings.
- Protect the organisation's assets.

This policy outlines how CCTV footage is managed in compliance with applicable data protection and privacy laws.

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### 2. Scope

This policy applies to all CCTV systems operated by **Magor and Undy Community Hub**, including cameras located on any owned, leased, or managed premises.

It applies to all employees, contractors, visitors, and other individuals whose images may be captured.

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### 3. Legal Framework

This policy aligns with the following laws and regulations (update based on your jurisdiction):

- **UK General Data Protection Regulations (UK GDPR) 2016 & Data Protection Act 2018**
- **Human Rights Act 1998** (where applicable)
- **Data (Use & Access) Act 2025**

The organisation recognises that images of individuals are personal data and must be processed fairly, transparently, and lawfully.

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### 4. Responsibilities

- **Data Controller:** Kari Davies – Hub Manager is responsible for ensuring compliance with this policy and applicable laws.
  - **System Operator:** Kari Davies – Hub Manager manages the day-to-day operation and maintenance of the CCTV system.
  - **Trustee:** Kevin Wright- assists the Manager with day-to-day operation and maintenance of the CCTV system.
  - **Independent Official Monitor nominated-** Paul Turner (Volunteer- previous trustee)
  - **All Staff:** Must comply with this policy and report any misuse or concerns regarding CCTV.
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## 5. Operation of CCTV Systems

- Cameras will operate continuously, 24 hours a day, 7 days a week, unless otherwise specified.
  - CCTV cameras are positioned to cover key areas where security incidents are most likely to occur, without infringing on individuals' privacy.
  - Cameras will not be used in areas where there is a reasonable expectation of privacy (e.g., toilets, ~~changing rooms~~).
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## 6. Signage

Clear and visible signs are displayed in all areas covered by CCTV to inform individuals that recording is taking place.

Each sign includes:

- The purpose of the monitoring
  - The name of the organisation operating the system
  - Contact details for further information
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## 7. Data Storage and Retention

- Recorded footage will be stored securely and retained for **30 days**, unless required for investigation or legal proceedings.
  - After the retention period, footage will be automatically deleted or securely destroyed.
  - Access logs and backups (if any) will be protected against unauthorised access.
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## 8. Access and Disclosure

- Access to CCTV footage is restricted to authorized personnel only, as specified in Section 4 above.
  - Footage may be shared with:
    - Law enforcement authorities for crime prevention or investigation
    - Legal representatives in connection with proceedings.
    - Other third parties only when legally permitted.
  - A record of all disclosures will be maintained.
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## 9. Subject Access Requests

Individuals have the right to request access to CCTV footage in which they appear, in accordance with data protection laws.

Requests must:

- Be made in writing to **Kari Davies – Hub Manager**.
- Include sufficient details to identify the footage (e.g., date, time, location).

Requests will be processed within **[30 days]** unless exemptions apply.

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## 10. Security of Data

- All recordings are stored on secure systems with password protection and access control.
  - Transmission of footage (if applicable) will be encrypted.
  - Regular system audits and maintenance will be conducted.
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## 11. Monitoring and Review

This policy will be reviewed annually or sooner if:

- There is a significant change in the law,

- New technology is introduced, or
  - Operational needs change.
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## **12. Breach of Policy**

Unauthorised access, misuse, or disclosure of CCTV footage will be treated as a serious disciplinary offense and may result in dismissal or legal action.

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## **13. Contact Information**

For questions or requests regarding this policy, contact:

**Kari Davies – Hub Manager**

**Email:** [Manager@magorandundyhub.org](mailto:Manager@magorandundyhub.org)

**Phone:** 07761843165

Approved: 18<sup>th</sup> November 2025  
2026

Next review: November