**CCTV Policy for Gerrards Cross Community Association GXCA**

**Effective Date:** 11 February 2025

Gerrards Cross Community Association GXCA ("the Charity", "we", "our") is committed to ensuring the safety and security of all individuals on our premises, including staff, volunteers, visitors, and the wider community. The Charity uses Closed-Circuit Television (CCTV) for security purposes to monitor activities on our premises, deter criminal behaviour, and protect property.

This **CCTV Policy** outlines how we use CCTV, the purpose of the monitoring, and how we handle any footage recorded in compliance with the **General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018**.

**1. Purpose of CCTV**

The Charity uses CCTV for the following purposes:

* **Crime Prevention and Detection**: CCTV helps to prevent and detect crime on our premises, including theft, vandalism, or other illegal activities.
* **Safety and Security**: To ensure the safety of staff, volunteers, visitors, and other individuals on our premises.
* **Protection of Property**: CCTV helps protect our premises, equipment, and other assets.
* **Monitoring and Investigations**: CCTV may be used to monitor incidents or investigate security-related events.

**2. Location of CCTV Cameras**

CCTV cameras are installed in the following locations:

* **Exterior Areas**: To monitor the outside of our buildings, including entrances, parking areas, and public spaces.
* **Interior Public Areas**: Cameras may be placed in common areas such as hallways, meeting rooms, reception areas, and entrances to ensure the safety of individuals and property.

CCTV cameras are not placed in private areas such as restrooms or changing rooms to protect individual privacy.

**3. Recording and Retention of CCTV Footage**

* **Continuous Recording**: CCTV cameras record footage continuously in real-time, and footage is automatically saved to secure storage.
* **Retention Period**: CCTV footage will be stored for a maximum of 30 days unless needed for an investigation, legal purposes, or in connection with an incident. Once the retention period expires, footage will be automatically deleted unless it is required for a longer period.
* **Access to Footage**: Access to recorded CCTV footage is restricted to authorised personnel only. Footage is only reviewed when necessary (e.g., following an incident or to support an investigation).

**4. Data Protection and Privacy**

As CCTV footage constitutes personal data under **GDPR**, we are committed to ensuring that it is handled in accordance with data protection laws. This includes:

* **Data Minimization**: We ensure that CCTV footage is only collected for the specific purposes outlined above and that it is not used for any unrelated purposes.
* **Security**: Footage is stored securely in a controlled environment with access limited to authorised staff members. We will take reasonable measures to protect footage from unauthorized access, alteration, or loss.
* **Transparency**: We will clearly inform individuals that they are under CCTV surveillance through visible signage around the premises. The signage will include details on why CCTV is in use and who to contact for further information.

**5. Sharing of CCTV Footage**

CCTV footage may be shared with third parties under the following circumstances:

* **Law Enforcement**: We may share footage with law enforcement authorities if required for the investigation of a crime or legal purposes.
* **Other Legal Requirements**: CCTV footage may be disclosed if required by law, or by a regulatory or legal authority.
* **Internal Investigations**: CCTV footage may be used internally to investigate incidents or complaints, such as staff misconduct, theft, or damage to property.

We will ensure that CCTV footage is only shared in a way that complies with data protection laws.

**6. Rights of Individuals**

Individuals have certain rights regarding CCTV footage under GDPR, including:

* **Right to Access**: Individuals have the right to request access to CCTV footage that captures them. This request must be made in writing and will be responded to within one month.
* **Right to Rectification**: If an individual believes that CCTV footage is inaccurate or incomplete, they have the right to request the correction of that footage.
* **Right to Erasure**: In certain circumstances, individuals may request the deletion of CCTV footage, particularly if it is no longer needed for the purposes for which it was collected.
* **Right to Object**: If an individual believes that their rights or freedoms are being infringed upon by the use of CCTV, they can object to the processing of their personal data. We will consider the objection and balance the individual’s rights with our legitimate interests.

To exercise any of these rights, individuals should contact us using the contact details provided below.

**7. Notification and Signage**

We will make it clear to visitors, staff, and volunteers that CCTV is in operation. This will be done by displaying clear signage in areas where CCTV is in use. The signage will:

* Inform individuals that CCTV is in operation.
* Explain the purpose of the CCTV (e.g., crime prevention, safety, and security).
* Provide contact details for individuals who wish to inquire further about the CCTV system.

**8. CCTV System Monitoring and Review**

We will periodically review the CCTV system to ensure it remains fit for purpose and operates in compliance with data protection laws. This includes:

* Ensuring that CCTV coverage is appropriate for the premises and that cameras are in locations where they are required for security purposes.
* Reviewing the security of footage storage and access protocols to ensure footage is protected from unauthorized access.

**9. Complaints and Queries**

If you have any concerns or questions about how your personal data is being handled in relation to CCTV monitoring, or if you wish to exercise your rights under GDPR, please contact us.

**10. Contact Information**

For further information regarding our **CCTV Policy**, or to make a request related to CCTV footage, please contact:

Gerrards Cross Community Association (GXCA)
The Memorial Centre, 8 East Common, Gerrards Cross, Buckinghamshire SL9 7AD
Email: Office@gxca.org.uk
Phone: [01753 883759](https://www.google.com/search?q=gxca&rlz=1C1ONGR_enGB1029GB1029&oq=gxca++&gs_lcrp=EgZjaHJvbWUyBggAEEUYOTIGCAEQRRg7MgYIAhBFGEEyBggDEEUYPDIGCAQQRRg8MgYIBRBFGEHSAQgxNjI5ajBqNKgCALACAQ&sourceid=chrome&ie=UTF-8)

This **CCTV Policy** will be reviewed annually to ensure that it remains compliant with data protection laws and reflects best practices in managing CCTV systems.

By using our premises, individuals acknowledge that CCTV surveillance is in operation and agree to the terms outlined in this **CCTV Policy**.

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