

Gamlingay Community Centre

CCTV Policy



A Static CCTV system is in operation.

The purposes for which the CCTV System is used are:

- A deterrent for the prevention of antisocial behaviour in the area around the building.
- Tracing perpetrators in case of crime or antisocial behaviour.

Kate Laugharne, Centre Manager has been appointed to oversee the system and procedures.

The Eco Hub notifies visitors to the site of CCTV usage by signage.

The filmed images will be recorded to a hard drive and held in a secure location that can only be accessed by staff and trustees that have been authorised to do so.

A regular maintenance programme is in place, which will include the annual checking of the cameras, and will be carried out in accordance with the agreed schedule by TEC Security.

Unless required for evidential purposes, the recorded images will be retained for a period of 28 days.

All digital images will be deleted and overwritten after 28 days.

The digital images will be viewed in the Eco Hub's Mezzanine Office, unless images are taken offsite by the Police, insurance purposes or third parties authorised to do so by the Police.

Should any images be required by the Police, we will follow the following protocol:

- The requestor and a GGC representative will complete the following CCTV – Request to View Video form which, on completion, will be retained by the Eco Hub Manager.
- The request must specify the date and time (as far as possible) of the required image(s).
- The GCC must provide a response to a request within ten working days.
- If the decision is taken not to release the images, then the image in question must be held and not destroyed until all legal avenues have been exhausted.

During times of building closure, the CCTV system will continue to operate as normal.

This policy is a public document and is available by contacting the Eco Hub Manager.

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CCTV – Request to View Video form

Requestor: e.g. PC 123456	
Reason for download (from requestor): e.g. CCTV required for prosecution evidence	
Date of request:	
Date of alleged event:	
Details of CCTV footage provided: e.g. A 10MB CCTV timed from 00:22 to 01:13 on 21/02/2023 file named event21022023.wav downloaded by the Eco Hub Manager to a requestor-supplied USB stick.	
Signature Requestor:	
Signature GCC:	