



Letham Village Hall
Auldbar Road
Letham
Angus
DD8 2PD

Notification for the Use of a CCTV Camera in Letham Village Hall

Notification for the Use of a CCTV Camera

Purpose and Compliance

The purpose of installing a CCTV camera in the Village Hall is to monitor and prevent the ingress of unauthorised persons. There have been possible isolated instances of persons entering the hall during legitimate hires. It is suspected this may have been to access the hall and Wi-Fi facility. This measure ensures that only individuals who have hired the premises and their guests, or Hall Committee/employees for necessary purposes are present in the hall, providing a secure environment for all legitimate activities. The use of a CCTV camera will comply with all relevant legislation covering the use of surveillance equipment and the notification requirements for hall hirers.

Installation and Operation of CCTV Cameras

Camera Placement

A CCTV camera will be strategically installed in Letham Village Hall, at the undernoted location:

- Main entrance lobby

This location should ensure sufficient coverage of the normal entry point. It is not seen as a requirement to cover any other doors or windows.

Signage and Notification

To comply with legislation, clear signage will be placed in the Front Lobby of Letham Village Hall, informing individuals that CCTV surveillance is in operation. The signage will include:

- A statement that CCTV is in use for monitoring any illicit access
- Contact information for further inquiries

Additionally, all hall hirers will be notified in writing about the CCTV surveillance system upon booking, or in the case of repeat/continuous hires, by letter or email. This notification will include:

- The purpose of the surveillance
- The areas covered by the cameras
- Information on data storage and access

Actuation of Camera

The camera is actuated by movement detection, as people enter the front lobby via the front doors for a limited period. It does not run continuously like most systems fitted in business premises or private houses, and will not include passers-by on the road or footpath outside.

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Data Management and Privacy

Data Storage

Footage captured by the CCTV cameras will be stored securely for a period of 30 days. After this period, the footage will be automatically deleted unless it is required for an ongoing investigation. The coverage of the camera will **NOT** include activity within the Smith Hall, Drummie Hall or stage, or any other area within the hall.

Access to Footage

Access to the CCTV footage will be strictly controlled and limited to authorized personnel only. Requests to view footage must be submitted in writing and will be evaluated on a case by-case basis to ensure compliance with privacy legislation.

Compliance with Legislation

The installation and operation of CCTV cameras in the Village Hall will adhere to the following legislation:

- 🎬 Data Protection Act 2018
- 🎬 General Data Protection Regulation (GDPR)
- 🎬 Surveillance Camera Code of Practice

Responsibilities of Hall Hirers

All individuals hiring Letham Village Hall will be responsible for ensuring that their members or guests are aware of the CCTV surveillance system. Hirers must not interfere with or obstruct the camera in any way. Any concerns or issues regarding the CCTV system should be reported to the named person from Letham Village Hall Committee immediately.

By adhering to these instructions, the Village Hall can provide a safe and secure environment for all users while ensuring compliance with relevant legislation and protecting the privacy of individuals.