

CCTV POLICY

Unity Hall Barton-Le-Clay

Data Controller - Chairperson and Unity Hall Committee

Installed by South East Security

Purpose of the CCTV is to Monitor entrance, Car Park and Back Fire Exit in case of theft, damage, violence etc

It's position on the front car park (including entrance door) rear car park, back fire exit and inside the lobby. The camera does not cover the main hall, kitchen or committee room therefore activities are not recorded.

Live monitoring is available and is only done by those on the committee subject to DBS checks. We also use playback in case of any incidents which need to be checked.

Images are stored on secure devices. The main monitor is locked away and password protected.

CCTV is only retained for 28 days.

The data can be requested. It may also be used if a dispute is made regarding deposits for bookings.

Requests can be made by emailing Unityhallbarton@gmx.co.uk

If a data breach is suspected this will be reported and relevant parties made aware

Complaints around CCTV can be made by emailing Unityhallbarton@gmx.co.uk

Reviewed by:

Amber Miller

Committee Chair

January 2026