

## Background and Purpose

The primary purpose of the CCTV system is to provide protection to hall users and the Village Hall property by deterring anti-social behaviour, vandalism and crime. The system will also assist in the investigation and detection of any issues.

The Village Hall, whilst centrally located within the village is remote geographically, unlit for long periods and unoccupied for large amounts of time. It is therefore vulnerable to vandalism, unauthorised access and damage. Recent incidents have included unauthorised access, a deliberately broken window, unruly behaviour and scaring of lone hirers during set-up and close-down activities. Drug use paraphernalia has also been found within the porch area. Historically burglary has taken place.

A large proportion of hirings take place in the evenings and hirers need to feel as secure as possible, particularly those who are at the hall alone during the set-up or close-down period.

A coded key access box is to be installed at the entrance and this system will need to be made as secure as possible.

## Proposed system

The proposed system will be of a minimal scale and will focus on protecting key areas only, namely the porch, entrance lobby and the defibrillator. It is proposed to deploy three cameras initially. No cameras will be deployed in the Main Hall or Chinnery Room. The system recorder will be located at high level in the kitchen adjacent to the broadband router and will be housed in a locked server cabinet. The system will provide remote monitoring over the web.

Notices will be posted on the front door area, the notice board and car park entrance confirming that: *"Images are being monitored for the purpose of crime prevention and public security"*.

## Operational

A copy of this policy and procedure document will be posted on the noticeboard including contact details. A copy will be sent to all regular hirers at the time of system installation. Hire agreements will include reference to the system and hirers will agree to its use during their hiring.

The Fringford Village Hall Committee (FVHC) will attend a CCTV training session and will confirm their individual understanding of the policy and procedures.

Recorded data will be automatically deleted on a regular basis unless an incident worthy of investigation has been reported. Incidents to be reviewed would include, vandalism, theft, unauthorised access, antisocial behaviour or lost or missing keys.

Only three members of the FVHC will have remote access to the recorded data. A review of recorded data will take place only if an incident has occurred and will simultaneously involve at least two members of the team. The reviewers will decide if any police involvement is appropriate and arrange to contact the police and share the recordings. The retention of data will be based on police advice. The reviewers will report the incident to the FVHC and recommend any required follow up action. Any information acquired through the use of the system will be confidential and will not be shared beyond the FVHC and any authorities involved such as the police. A log of all such reviews will be maintained.

Any hall users or visitors will be able to request a viewing of any recorded data if they make an appointment, provide written confirmation of their identity, an image of the users involved and a precise timeframe, to enable identification.

A review of the effectiveness of the system including any team, hirer and visitor feedback will be undertaken six months from the system implementation.