

ASHENGROUND COMMUNITY CENTRE



Telephone: 01444 447050

E-mail: info@ashengroundcc.org

website: www.ashengroundcc.org

Southdown Close
Haywards Heath
West Sussex
RH16 4JR

CCTV Policy

Introduction

Ashenground Community Centre has been the subject of anti-social behaviour, criminal damage and theft in the years it has been open, but this has largely occurred to the external parts of the building. The Trustees have now opened the centre up more widely to the Ashenground Community increasing the risks to the internal fabric of the building and the security and safety of those using it. The Trustees looked at other ways of countering the risks to the Centre and the users but came to the conclusion that the only effective way to counter the threats and identify anyone carrying out such criminal acts was to implement the use of CCTV surveillance.

Objective

The objective of the system is to assist in:-

- Increasing the personal safety of the trustees, the staff and users of the centre and reducing the fear of crime.
- Reducing the threat of damage, theft and other crime including anti-social behaviour at the centre
- Deterring potential criminal acts.
- Assisting in the detection of crime.
- Assisting with the apprehension and if necessary, the prosecution of offenders.
- Protecting the property of the centre and all users

Compliance

The Information Commissioner has been notified of the use of CCTV at Ashenground Community Centre. This fact and all other aspects required under the Data Protection Policy will be reviewed annually using the Checklist provided at Appendix A.

Images in which an individual is identifiable are considered to be that person's personal data and are therefore subject to the Data Protection Act 2018.

Ashenground Community Centre's use of CCTV surveillance adheres to the provisions of the Data Protection Act and follows Data Protection Principles set out by the legislation. These are;

- Personal information will be processed lawfully, transparently and fairly and, in particular, will not be processed unless specific conditions are met
- Personal information will be obtained and processed only for one or more specified purpose(s);
- Personal information will be adequate, relevant and not excessive;
- Personal information will be accurate and kept up to date;
- Personal information will not be kept for longer than is necessary;
- Personal information will be processed in accordance with the rights of the data subject;
- Personal information will be processed with due regard to security;
- Personal information will not be transferred to countries outside the United Kingdom unless special conditions are met.

ASHENGROUND COMMUNITY CENTRE



Telephone: 01444 447050
E-mail: info@ashengroundcc.org
website: www.ashengroundcc.org

Southdown Close
Haywards Heath
West Sussex
RH16 4JR

All areas under the surveillance of the CCTV cameras will be clearly marked with appropriate signs. These signs will indicate that it is Ashenground Community Centre who are recording the images and provide a contact number for further information.

Operation of the Systems

Responsibility for the operation of the CCTV systems rests with the Trustees of Ashenground Community Centre and the Centre Manager.

The day to day running of the system will be managed by the Centre Manager.

Restrictions will be emplaced to ensure that only authorised Trustees and staff have access to the images taken by the CCTV system.

Staff Training

The Centre Manager and the Chairman of the Management Committee, who have direct responsibility for the operation of the system and access to the stored images, will receive training on the operation and administration of the CCTV System.

The Centre Manager and the Chair of the Management Committee, who have direct responsibility for the operation of the system and access to the stored images will understand the impact of the Data Protection Act 2018 on their work with the system.

A training guide will be provided should any other authorised Trustee need to access the system due to sickness or absence of the Centre Manager or the Management Committee Chair.

Details of the CCTV System

Cameras are positioned so they only capture images relevant to the objectives for which they are installed. This will include covering the exterior of the building and the grounds, the entrances/exits and all internal communal corridors. They also cover part of the car park, parts of the garden (including the sheds) and the pathway past the front entrance.

The CCTV system will operate continuously 24 hours each day of the year.

The images recorded by the CCTV cameras will not be actively monitored.

The images created by the system will be recorded and will only be accessed and disclosed in accordance with the objectives for which they were originally collected.

In addition, checks of the quality of the images will be made from time to time. These checks will ensure :-

- That the images are fit for the purpose of identifying the perpetrators of criminal acts.
- Confirm the accuracy of the date and time recorded with the images.

Retention of Images

Registered Office: Ashenground Community Centre
Southdown Close, Haywards Heath, West Sussex RH16 4JR
A Company limited by guarantee and registered in England and Wales under No. 4413212
Registered Charity No. 1093850



ASHENGROUND COMMUNITY CENTRE



Telephone: 01444 447050

E-mail: info@ashengroundcc.org

website: www.ashengroundcc.org

Southdown Close
Haywards Heath
West Sussex
RH16 4JR

In order to allow for the reporting of any offence, the images taken by the CCTV cameras will be retained for a minimum period of four weeks and a maximum period of 3 months.

After this retention period the content will be permanently erased.

The media used to store the images will be kept in a secure area.

The media will be marked with an individual reference number and a record will be kept detailing the position of the camera(s) and time period of the recording.

Access to the Images

Access to the content will be restricted to the following authorised officers; Trustees of Ashenground Community Centre and the Centre Manager.

The images can only be accessed and disclosed in accordance with the objectives for which they were originally collected.

All access to the images by the Trustees or the Centre Manager will be recorded in a log book.

Third Party Access

Access to the images and information will only be provided to third parties if there is an overriding legal obligation and it is in accordance with the Trustees objectives under Section 2 of this policy .

Access will be limited to the police and other law enforcement agencies in the first instance.

Prosecution agencies and appropriate legal representatives may also request access but such requests must be in writing, provide details of the date, time and place of the incident required and provide sufficient details to allow the person or incident to be identified.

A record of the release of images to third parties will be maintained in a log book.

If release of images is denied a record will be kept of the request and the reasons for the denial.

The Rights of the Data Subject

The Data Protection Act 2018 provides individuals the right to access the personal data an authority holds about them

Where an individual can be identified in any image recorded by the CCTV System, they are entitled to request a copy of this footage.

All such requests must be made to the Centre Manager or in their absence a Trustee and all such requests must be in writing, provide details of the date, time and place when the footage of the person was captured and sufficient details, preferably a photograph, to allow the person to be identified.

ASHENGROUND COMMUNITY CENTRE



Telephone: 01444 447050

E-mail: info@ashengroundcc.org

website: www.ashengroundcc.org

Southdown Close
Haywards Heath
West Sussex
RH16 4JR

A record of the release of images under this section will be maintained in a log book.

Release of images may be denied if an exemption or restriction applies or if the request is manifestly unfounded or excessive. If release of images is denied a record will be kept of the request and the reasons for the denial.

Complaints

Any complaint regarding the use of CCTV at Ashenground Community Centre should be put in writing to the Trustees via the Centre Manager.

Approved by the Board of Trustees

17th March 2026

Registered Office: Ashenground Community Centre
Southdown Close, Haywards Heath, West Sussex RH16 4JR

A Company limited by guarantee and registered in England and Wales under No. 4413212
Registered Charity No. 1093850

