

Melbourne Assembly Rooms CCTV POLICY

CCTV Cameras are installed externally at MARS. The introduction of GDPR in 2018 requires businesses like ours to be clear about the reason for having cameras, how personal data is stored how individuals may request personal data and how we will use and review the system on a regular basis. This policy aims to address all aspects to ensure we are legal and compliant.

1. Reason for having CCTV

Following break-ins and vandalism to the rear (west) of the building we decided to install CCTV cameras to deter vandalism. Graffiti has also been marked on the squash court building. There has also been some evidence of drug taking in the public car park area which we would wish to deter. Our prime objective in installing CCTV was to deter vandalism and unlawful intrusion into the building, as it is an enclosed area vulnerable to attack.

2. Description of the system

The cameras are placed to give coverage of the MARS buildings and for visibility of the glass windows, which are frequently being broken. The camera splay also enables cars parking in those bays and any passengers to be observed. The cameras also record individuals using the old squash court building – (most often the table tennis club members). A recording device and screen within the MARS building enables data to be recorded and viewed. Although this area is part of a public car park, it is not a walkway or area where privacy would be expected.

The system, records movement, so may not record all the time. There is a map of where the cameras are located. (see notes at the end of the policy)

3. Informing the public

Signs are displayed in the area informing any member of the public who is using that area as a car park or accessing the buildings that CCTV cameras are in operation.

4. Retention of information

There is no formal data controller appointed at MARS – the governing board of directors have oversight of this policy and the operation of the system. Data images will be retained for up to 30 days and thereafter are automatically deleted.

(As data is recorded when movement is detected the recording times can vary therefore, we say up to 30 days if we have variable recording times.)

5. Access

Only one Board member, Pete Gough and the Manager have access to the system to view images and to maintain the equipment.

In the event of a request from the police pursuing any enquiry into criminal activity access will be permitted on the premises. There is no data link to any other system. A written record of all police requests for access will be made. [For clarification, the parish council CCTV system which

is housed in the MARS office is neither linked nor connected and is subject to a different code of practice governed by the Parish Council.]

As this is a car parking area no release of data, unless required by the police, will be given unless it specifically includes the visible images of the person making the request – e.g. it is not permissible to give details of other car drivers or car numbers involved in any incident not involving MARs, or for example, to Civil enforcement agencies.

6.Review

This policy shall be reviewed no less frequently than once every 12 months.

A record shall be provided of every occasion the system has been viewed with details of any preceding incident and outcome.

Breaches of this policy shall be reported in the same manner of any other GDPR incident.

POLICY DATED - April 2020

REVIEWED BY - J. Rost and P.Gough

March 2020 notes

Pete Gough and Jo Rost looked at the current location of the cameras and the recording device situated in the small kitchen area. The device has a plug which could easily be switched off by accident. Pete is going to ensure that a clear label is placed on the plug to ensure it is not removed.

One of the external cameras is to be removed and placed in the entrance lobby to MARs with a view of the entrance near to the Manager's Office door. This is scheduled work and the map will be updated.