High Wych Memorial Hall

Registered Charity No.: 302395

CCTV Image Access Policy January 2020

Images are recorded centrally on servers located securely in the High Wych Memorial Hall and are viewable by authorised members of the HWMH Committee only. The cameras installed provide images that are of suitable quality for the specified purposes for which they are installed and all cameras are checked monthly to ensure that the images remain fit for purpose and that the date and time stamp recorded on the images is accurate.

Specifically:

- only authorised personnel will have access to the CCTV images;
- an audit trail will be kept to monitor access to the footage;
- password protection will be used to manage access to live and stored footage;
- stored footage will be in encrypted form;
- access to stored images by external parties is restricted (See CCTV image request form)
- committee members with image access will abide by the 'HWMH CCTV policy document'.

Those members of the HWMH committee authorised to access the CCTV system confirm that they have read, understand and agree to fully comply with:

HWMH CCTV Policy

HWMH CCTV Image Request Form

These are:

HWMH Committee Chair

Name: Chris Poole   Signature: Date: 13/1/20

HWMH Committee member

Name: David Smith   Signature: Date: 13/1/20