

## **Hebden Royd Town Council CCTV Policy Statement**

Hebden Bridge Picture House is wholly owned and operated by Hebden Royd Town Council, which is registered with the Information Commissioners Office.

Hebden Royd Town Council operates in accordance with the Data Protection Act 2018 and Hebden Royd Town Council's Privacy Policy. The Data Controller can be contacted at Hebden Royd Town Council, Town Hall, St George's Street, Hebden Bridge, HX7 7BY or via email : [info@hebdenroydtowncouncil.gov.uk](mailto:info@hebdenroydtowncouncil.gov.uk)

Hebden Royd Town Council uses a CCTV system on and around the Hebden Bridge Picture House premises:

- for the purposes of crime prevention
- for the purposes of crime detection
- in the interest of public safety
- for the protection of the legitimate interests of Hebden Royd Town Council and Hebden Bridge Picture House

CCTV cameras operate on all public access points and in the 'front of house' public areas. They do not operate in private areas such as the washrooms.

The CCTV system manager is the Picture House Manager. The system controller at any given time will be the Picture House Manager or the Town Clerk of Hebden Royd Town Council.

CCTV footage will be stored digitally for at least 18 days. The persons authorised to view recorded footage are:

- Town Clerk
- Picture House Manager
- Data Controller at Hebden Royd Town Council
- Police Officers and Police Staff

Under no circumstances will CCTV footage be circulated or transferred outside Hebden Bridge Picture House or Hebden Royd Town Council other than at the request of any of the Police, the business' insurers and its professional advisers. Only the Picture House Manager or Town Clerk of Hebden Royd Town Council are authorised to download footage on request of the Police, insurers or professional advisers. Each data download and its purpose will be formally documented.

The Duty Manager on duty at the cinema is authorised to view live CCTV footage to allow real-time monitoring for the purposes of crime prevention and / or public safety. The Duty Manager does not have access to view recorded footage.

The Picture House Manager and Town Clerk of Hebden Royd Town Council have remote access to CCTV data for rapid response in case of an incident or request for footage from the Police. No other person has remote access.