



CCTV Policy

Based on Information Commissioner's Office (GDPR) CCTV Checklist and the West Suffolk CCTV Policy

Background

HATA manages a 6.75 acre field in the centre of Hundon on behalf of the landowner, the Rogeron Trust, and with the support of Hundon Parish Council. The field is managed for the benefit of allotment holders, the community and wildlife. The field is private land, with a single public footpath running down the western field edge from Church Street to Lower Road. Because of the field's location, the Rogeron Trust has always maintained a series of permissive paths across the field; HATA, via its volunteers, has maintained this policy.



Purpose of CCTV

The primary purpose of the camera(s) is to monitor wildlife activity on the field as a key plank of our Nature Recovery Strategy. However, we recognise that we get many people who use the field as well and who may get recorded on camera. Thus we require a clear policy to ensure we do not breach GDPR.

We experience, with unfortunate regularity, users failing to pick up after their dogs or committing minor acts of vandalism such as ripping up and vandalising notices. If such activities were to be caught on camera we would be able to report offenders to the appropriate authorities.

Impact on individuals' privacy

Our intention is that any camera(s) would be moved around the field from time to time, but would always face onto the field, so there will be no direct surveillance of anyone's private house or garden.

We will register with the Information Commissioner's Office.

Operation and Governance

Our primary camera is a Camojojo Trace with a data transmission and cloud storage package, managed through an app. At least 2 members of the HATA management team will have access to the app, so that footage can be monitored regularly. Our policy will be to delete as soon as possible, all footage showing people, unless they are committing an offence.

If anyone is caught committing an offence, the footage will be downloaded. The team will identify the individual - it is not a big village. The team will send the footage to the appropriate authority (West Suffolk Council for dog-related matters, and the police for vandalism). When the issue is resolved, we will delete that footage from both the cloud storage and any personal equipment used to handle the download. We propose to notify the individual that they have been reported and signpost them to the appropriate Subject Access Request contact.

Public awareness and signage

CCTV notices will be put up near all field entrances. Our Allotment Tenants will be notified directly, and the community as a whole notified via the village magazine. This policy document is available on www.hundon.org