

DanceXchange CCTV Policy



1. The purpose of this Policy is to detail the management, operation and use of the closed circuit television (CCTV) system at DanceXchange on Level 5.
2. DanceXchange has a duty of care to all employees, members of the public, contractors, and all other people who have cause to be on DanceXchange premises. To help provide this level of care, CCTV will be used as an aide.
3. The purpose of the CCTV is:
 - to ensure that as far as is reasonably practicable, members of the public whilst on DanceXchange premises feel secure
 - to ensure that as far as is reasonably practicable, DanceXchange staff feel secure within their working environment
 - to assist the police in the investigation of crime and acts of criminal damage
 - to discourage anti social behaviour.
 - to provide, when requested by the Police or other such authority, images which are deemed to be part of a lawful investigation
4. The system comprises 3 fixed dome cameras located around the reception area on Level 5. The cameras are connected to and record through the Birmingham Hippodrome digital video recording equipment. Access to the images and recording equipment is held within a non public area secured by a door entry system.
5. DanceXchange staff do not have access to stored images. Access is restricted to DanceXchange personnel who have genuine need to access the images. This is limited to the Executive Director and Office Manager (in conjunction with Birmingham Hippodrome Operations Director and Facilities Manager).
6. The use of CCTV within DanceXchange, in conjunction with the Birmingham Hippodrome, is registered with the Information Commissioner under the terms of the Data Protection Act 1998. DanceXchange and the Birmingham Hippodrome will administer and manage the CCTV system and all information and recordings obtained and used as data, in accordance with the principles and objectives expressed in the Data Protection Act and the Commissioner's Code of Practice.
7. Images or data secured as a result of CCTV will not be used for any commercial or entertainment purposes. Data will only be released to the media for use in the investigation of a specific crime by the Police.
8. Warning signs, as required by the Code of Practice of the Information Commissioner, have been placed within the DanceXchange reception area covered by CCTV.
9. The DanceXchange CCTV system is in operation 24 hours each day, every day of the year. Recordings are retained for 14 days.
10. Data may be viewed by the Police on request for the prevention and detection of crime.
11. Individuals whose images are recorded (as per the Data Protection Act) have a right to view images of themselves and be provided with a copy of the images if requested. Any requests must be made within 14 days of the recording. The copy will be provided within 40 calendar days of receiving a request at a cost of £10 (plus cost of materials).
12. Requests for Data Subject Access should be made in writing to the DanceXchange Office Manager, providing details to allow identification of the requestor as the subject of the images and also to locate the images on the system.
13. Any complaints or concerns about DanceXchange's CCTV system should be addressed in writing to DanceXchange's Office Manager.

MOD/CL/MC(Hippodrome) June 2011