

Gloucestershire Heritage Hub

CCTV Policy

1. Policy statement and purpose

This policy explains how and why Gloucestershire Archives uses closed circuit television (CCTV) on its premises (Gloucestershire Heritage Hub), and outlines its responsibilities in doing so.

2. Scope

The policy applies to people working at, and visiting, Gloucestershire Heritage Hub, including staff, volunteers, partners, contractors and all visitors.

3. Background

Gloucestershire Archives gathers archive collections and local and family history resources to ensure they are kept secure and made accessible.

We are an accredited archive service recognised by The National Archives as the place of deposit for public records relating to Gloucestershire and South Gloucestershire.

We are a Gloucestershire County Council service. By agreement, we also provide an archive service for South Gloucestershire Council and are the appointed Record Office for the Diocese of Gloucester.

We are a lead partner in the Gloucestershire Heritage Hub, a network of local people and organisations created in 2017 with a common interest in our historic county's documented heritage. The network benefits from Hub facilities at Alvin Street, Gloucester and a Hub website, and its members support each other to gather, keep and share their personal and community archives.

4. CCTV use

This policy is in line with the guidance document, [In the Picture: A Data Protection Code for Surveillance Cameras and Personal Information](#), produced by the Information Commissioner's Office (ICO).

Gloucestershire Archives has been using CCTV for over 20 years as part of our raft of security measures to protect the unique and irreplaceable archives in our care. In doing so, we are mindful of our obligations under the Data Protection Act (DPA) 2018.

There are notices displayed prominently outside and inside the building informing customers, visitors and staff that CCTV is in operation.

Access to the CCTV recordings is strictly limited and controlled. Only the County Archivist, Deputy, Buildings & Collections Security Officer and a named Archive Assistant are allowed to view CCTV recordings. Only the County Archivist, and Deputy, can authorise the sharing of this data with the police or an authorised individual, following a formal request.

CCTV records will be shared with the police when appropriate. This requires a formal request, and information will be shared via an encrypted email package (currently Egress Switch). We will retain a copy in our safe for the duration of the enquiry, then delete it. We will maintain an audit trail of this process.

We acknowledge that, in law, individuals whose information is recorded have a right to be provided with information relating to them, or to view it. Such requests should be submitted as a Subject Access Request to Gloucestershire County Council.

<https://www.gloucestershire.gov.uk/council-and-democracy/data-protection/your-information-rights/>

The CCTV hard drive (i.e. the recording) is automatically overwritten after 90 days.

We comply with the recommendations contained in the [Surveillance Camera Code of Practice](#) issued under the Protection of Freedoms Act (POFA code).

5. References

This policy should be read alongside other related Archives policies, to be found at www.gloucestershire.gov.uk/archives/policies

6. Review and revision

This policy will be reviewed every 3 years. This is in line with the Information Commissioner's recommended good practice to consider whether the use of CCTV is lawful, justified, necessary and proportionate.

Document control

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| Approval body | Gloucestershire Archives Management Team (GAMT); Gloucestershire County Council's Director of Policy, Performance & Governance; South Gloucestershire Archives Liaison Group |
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Version history

| Version | Version date | Summary of Changes |
|---------|--------------|---|
| 1.0 | July 2020 | Formal policy written based on existing practices and procedures reviewed in June 2020. |

Date of next revision: 2023