

# **Woodsetts Parish Council**

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## **CCTV Policy**

### **Introduction**

This Policy is to control the management, operation, use and confidentiality of the CCTV system located at Woodsetts Pavilion and Woodsetts Village Hall operated by Woodsetts Parish Council.

It was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000). This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

The Parish Council accepts the principles of the 1998 Act based on the Data Protection Principles as follows:

- data must be fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with those purposes;
- adequate, relevant and not excessive'
- accurate;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights;
- secure;

### **Statement of Purpose**

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The scheme will be used for the following purposes:

- to reduce the fear of crime by persons using Council & Village Hall facilities so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups;
- to deter potential dog fouling around the Village Hall and the playing field.
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the police, the Parish Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;

- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display outside Woodsetts Village Hall.
- to assist all “emergency services” to carry out their lawful duties.

### **Changes to the Purpose or Policy**

A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion at Council Committee meeting(s) and resolution at full Council meeting. All agendas are posted on the Parish Council notice board at least 3 clear days excluding weekends before Council meetings.

### **Responsibilities of the Owners of the Scheme**

Woodsetts Parish Council retains overall responsibility for the scheme.

## **Woodsetts Parish Council**

### **CCTV Code of Practice**

#### **Management of the System**

Day-to-day operational responsibility rests with the Clerk to the Council. However, he will have to operate the system for reviewing purposes in conjunction with either the The Chairman, Vice-Chirman and one other nominated Councillor. If there is a possible conflict with the Clerk then the Chairman will review the system with the other nominated councillor. Vault Vision Ltd will carry out the annual maintenance check can access the system to carry out maintenance and essential repairs with the permission of the Clerk or Chairman.

The CCTV system is located in a locked cupboard in the Main Room in the Pavilion and access to images is allowed to the Clerk and one other Councillor at their address via their computer system with prior consent by the Parish Council for the purposes only set out in this document.

The 2 keys to this cupboard are held by the Clerk and the Chairman.

Breaches of this policy will be investigated by the Clerk to the Council and reported to the Parish Council.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference in the secure recording area(s).

#### **Control and Operation of the Cameras, Monitors and Systems.**

The following points must be understood and strictly observed by operators:

1. Trained operators must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
2. The position of cameras and monitors have been agreed following consultation with the Parish Council.
3. No public access will be allowed to the monitor except for lawful, proper and with sufficient reason, except with approval of the Clerk of the Council or the Chairman of the Parish Council. The Police are permitted access to recording media if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the Village Hall to review and confirm the Parish Council's operation of CCTV arrangements. Any visit by the Police to view images will be logged by the operator.
4. Operators should regularly check the accuracy of the date/time displayed.

5. Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Digital images will be erased after a period of 14 days.
6. Images will not be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. The Clerk of the Council would inform the Chairman of the Council of any such emergency.
7. As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any extracted data that is handed to a police officer should be signed for by the police officer and information logged to identify the recording, and showing the officer's name and police station. The log should also show when such information is returned to the Parish Council by the police and/or the outcome of its use.
8. Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Nos. if appropriate, and the Parish Council notified at the next available opportunity.
9. Any damage to equipment or malfunction discovered by the Clerk or Nominated Councillor should be reported immediately to the person responsible for maintenance, and the call logged showing the outcome. When a repair has been made this should also be logged showing the date and time of completion.
10. Any request by an individual member of the public for access to their own recorded image must be made on an 'Access Request Form' and is subject to a standard fee. Forms are available from the Parish Clerk and will be submitted to Parish Council for consideration and reply, normally within 10 days.



**Accountability**

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Parish Council providing it does not breach security needs.

The Police will be informed of the installation and provided with a copy of this CCTV Policy.

Any written concerns or complaints regarding the use of the system will be considered by the Parish Council, in line with the existing complaints policy.

The Proper Officer of the Council shall be the Data Protection Officer and the system shall be registered with the Information Commissioner's Office.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

I have read the above policy and agree to abide by these instructions. I will discuss any concerns with the Parish Clerk at any time.

Signed .....

Print Name .....

Date ...../...../.....

(Operators are issued with their own copy of this policy and shall sign to confirm receipt and compliance.)

## ACCESS REQUEST FORM – CCTV IMAGES

<b>Date of Recording:</b>	<b>Place of Recording:</b>	<b>Time of Recording:</b>	
<b>Applicants Name and Address</b>		<b>Description of Applicant and any distinguishing features (e.g. clothing)</b>	
<b>Post Code:</b> <b>Tel. No:</b>			
<b>Signature of Applicant</b>		<b>A recent photograph may be necessary to aid identification.</b>	
<b>(or parent/guardian if under 18)</b>			
<b>Reason for request –</b>			
<i>Continue overleaf if necessary</i>			
<b>Received by:</b>	Clerk's Signature	<b>Date Received</b>	<b>Time Received</b>
<b>Fee Charged / N.A.</b>	Fee Paid:	<b>Request Approved</b>  YES/NO	<b>Date Applicant Informed:</b>

