

Policy	CCTV Policy
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### Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV system at Tibshelf Parish Council.

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 Data Protection Act 2018 as follows:

1. Lawfulness, fairness, and transparency - used fairly, lawfully, and transparently
2. Purpose limitation - used for specified, explicit purposes
3. Data minimisation - used in a way that is adequate, relevant, and limited to only what is necessary
4. Accuracy - accurate and, where necessary, kept up to date
5. Storage limitation - kept for no longer than is necessary
6. Integrity and confidentiality (security) - handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction, or damage.
7. Accountability – you must demonstrate you process data within the

### 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 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, both inside and outside of the Village Hall, on the external walls of the sports pavilion on the Shetland Sports Ground, and at the Shetland Road playground.
- The system is not set to record sound.
- The CCTV system is owned and operated by the Parish Council, the deployment of which is determined by Parish Council members.
- The introduction of, or changes to, CCTV monitoring will be subject to consultation with members of the Parish Council.
- The Parish Council's CCTV is registered with the Information Commissioner under the requirements of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

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

The elected Parish Council retains overall responsibility for the scheme.

### **Management of the System**

Day-to-day operational responsibility rests with the Clerk to the Council.

Breaches of this policy by operators 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.

### **Location of Cameras**

The cameras are sited so that they only capture images relevant to the purposes for which they have been installed (as described above), and care will be taken to ensure that reasonable privacy expectations are not violated. The Parish Council will ensure that the location of equipment is carefully considered to ensure that the images captured comply with the legislation.

The Parish Council will make every effort to position the cameras so that the coverage is restricted to Parish Council premises, which includes both indoor and outdoor areas as follows:

Village Hall:

- External cameras on all sides of the building facing the car park and the rear garden.
- Internal cameras in the entrance lobby and office entrance.

Pavilion:

- External cameras on all sides of the building.

Playground:

- 2 Cameras mounted on a pole facing the fenced playground and outdoor equipment.

### **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 has been set to ensure safety and security of the village hall premises.
3. No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk of the Council or the Chairman of the Parish Council. The Police are permitted access to tapes and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police can visit the Council Office(s) 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. Storage media records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Storage media will be used in strict rotation and retained for a maximum of 20 days and used for a limited number of times before replacement to ensure quality images are captured. Digital images will be erased after a period of 20 days.
6. Images will not normally 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 tape/digital record may be required to make a statement to a police officer and sign an exhibit label. Any images that are 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 the outcome of its use.
8. Any event that requires checking of recorded data should be clearly detailed in the logbook of incidents, including Crime Nos. if appropriate, and the Council Office notified at the next available opportunity.
9. Any damage to equipment or malfunction discovered by an operator should be reported immediately to their line manager or contact made with the company 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.

### **Subject Access Requests (SAR)**

- Individuals have the right to request CCTV footage relating to themselves under the Data Protection Act and the GDPR.

- All requests should be made in writing to the Clerk, who can be contacted by email to [clerk@tibshelfparishcouncil.gov.uk](mailto:clerk@tibshelfparishcouncil.gov.uk). Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified. For example: time, date and location.
- The Parish Council does not have a facility to provide copies of CCTV footage but instead, the applicant may view the CCTV footage if available.
- The Parish Council will respond to requests within one calendar month of receiving the request.
- The Parish Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

### **Accountability**

Copies of the CCTV Policy are available on the Parish website in accordance with the Freedom of Information Act.

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