



## **Countesthorpe Parish Council**

### **CCTV Policy**

#### **Introduction**

This Policy is to control the management, operation, use and confidentiality of the CCTV system at Countesthorpe Village Hall.

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;
- not transferred to countries with adequate protection;
- subject to guidance on good practice;
- examples of how to implement the standards and good practice.

#### **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 facilities so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups;
- 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 by-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 Parish Council buildings.
- 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**

The elected Parish Council retains overall responsibility for the scheme.



## **Countesthorpe Parish Council**

### **CCTV Code of Practice**

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

Day-to-day operational responsibility rests with the Parish Council Manager.

Breaches of this policy by operators will be investigated by the Parish Council Manager 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 police and security consultants in order to comply with the needs of the public.
3. No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Parish Council Manager 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 are able to 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. DVD records will be securely stored, to comply with data protection, if required by a law enforcement body investigating a crime, to give them opportunity to view the images and should only be handled by the essentially minimum number of persons. Digital images will be automatically erased after a period of 14 days.
6. Images will not be supplied to the media, except through the police if it is deemed to be in the public interest; images released to the media to help identify a person are usually disclosed by the police. The Parish Council Manager 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 DVD/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. Once an image has been disclosed to another body, such as the police, then they will become the data controller for their copy of that image and it is their responsibility to comply with the Data Protection Act in relation to any further disclosures. 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 log book 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.
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 of £10 (or the statutory maximum as set by Parliament). Forms are available from the Council Office and will be submitted to the next meeting of the Parish Council for consideration and reply, normally within 40 days. The Parish Council have discretion to refuse any request for information unless there is an overriding legal obligation such as a court order or information access rights. Data issued by post to an individual member of the public will be password protected and once the data subject confirms safe receipt of the disc will be issued with the password. Alternatively, disc should be collected in person.
11. Where images include identifiable people other than the applicant, which would involve unfair intrusion into the privacy of the third party, or cause unwarranted harm or distress, and where the third person cannot be disguised or blurred the Parish Council will refuse the request. However where arrangements can be made to disguise or blur the images then a written contract with the processor will be obtained which specifies exactly how the information is to be used and gives explicit security guarantees. Disbursement charges will be payable by the applicant.

### **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, complaints or compliments regarding the use of the system will be considered by the Parish Council, in line with the existing complaints policy. Individuals may prefer to contact the Information Commissioner's Office on **0303 123 1113** or visit their website: [www.ico.org.uk](http://www.ico.org.uk)