



## CCTV Policy

<b>Twyford Parish Council Policies and Procedures</b>	
<b>CCTV</b>	
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## **Introduction**

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

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 without 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 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 Parish Council buildings, and by gates accessing the Playing Fields.
- 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 website 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.

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#### CCTV Code of Practice

#### Management of the System

Day-to-day operational responsibility rests with the Clerk to the Council, who can be consulted by staff out of hours, if and when necessary.

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. 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 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 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. 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 15 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 15 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 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 £50. 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.

### **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.

**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 Clerk to the Council 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.)

Appendix 1

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

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

Appendix 1

**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>A recent photograph may be necessary to aid identification.</b>	
<b>Signature of Applicant (or parent/guardian if under 18)</b>			
<b>Reason for request - to be submitted to the Parish Council.</b>			
<b>Continue overleaf if necessary</b>			
<b>Received by:</b>	<b>Clerk's Signature</b>	<b>Date Received</b>	<b>Time Received</b>
<b>Fee Charged / N.A.</b>	<b>Fee Paid:</b>	<b>Request Approved YES/NO</b>	<b>Date Applicant Informed:</b>
<b>To records two forms of identification</b>	<b>1.</b>	<b>2.</b>	

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**RECORD OF NUISANCE / CRIMES**

OFFENCE	COMMITTED ON DATE/ TIME / PLACE	ADDRESS/ DESCRIPTIO N	NAME/ ADDRESS OF WITNESS:	ACTION TAKEN (Crime No.)	BY:	DATE/ TIME	CCTV CHECKED
	...../.../..... @			Recorded only Police Called- Local 999 Police Attended LETTER PROSECUTION	<b>CLERK/ OR</b>		By:  Result:  Action:
	...../.../..... @			Recorded only Police Called- Local 999 Police Attended LETTER PROSECUTION	<b>CLERK/ OR</b>		By:  Result:  Action:
	...../.../..... @			Recorded only Police Called- Local 999 Police Attended LETTER PROSECUTION	<b>CLERK/ OR</b>		By:  Result:  Action: