

CCTV Policy

for Dullingham Parish Council

CCTV POLICY TO COMPLY WITH DATA PROTECTION REQUIREMENTS

Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system located at the Sports Field off Stetchworth Road, Dullingham.

The policy takes account of the General Data Protection Regulations and the Data Protection Act 2018.

This policy will be subject to periodic review by the Parish Council (PC) to ensure that it continues to reflect both all legislative requirements and the public interest.

Statement of Purpose

- To provide a safe and secure environment for the benefit of all those who might visit the site or who live in the area.
- The system will not be used to infringe 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 facilities at the Dullingham Parish Council Playing Field so they can enter, use and leave the field and pavilion building and facilities without fear of intimidation by individuals or groups.
- To reduce the risk of vandalism of property and to prevent, deter and detect crime and disorder.
- To assist the police, the PC and other law enforcement agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime or public order.
- To deter potential offenders by publicly displaying the existence of CCTV, having cameras sited that are not hidden, and signs on display in areas being monitored.
- To assist all emergency services to undertake their duties.

CCTV Policy

Changes to the Purpose or Policy

The CCTV Policy may be discussed at meetings of Dullingham Parish Council and any sub committees. Any 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 and resolution at a Full Council meeting.

Responsibilities of the Owner of the Scheme.

Dullingham PC retains overall responsibility for the scheme.

Management of the System Day to day and operational responsibility rests with the Chairman of the PC. Breaches of this policy will be investigated by the Clerk to the Council and reported to the PC.

General Statement

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 the management of the system and individual copies of this policy will be issued to all Councillors.

Control and Operation of the Cameras, Monitors and Systems

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

- a) Operators must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
- b) No public access will be allowed to the monitors except for lawful, proper and sufficient reason, without prior approval of the Clerk to the PC, or the Chairman of the PC. 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 may visit to review and confirm the PC's operation of CCTV by arrangement. Any visit by the police to view images will be logged by the operator.
- c) Operators should check the accuracy of the date/time displayed on a regular basis.
- d) Digital records should be securely stored to comply with data protection and should only be handled by the minimum number of persons. Digital images will be erased automatically by the system when the hard drive is full.
- e) 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. This will be on agreement between the Clerk and Chairman if any such situation.
- f) 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 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 details. The log should also show when such information is returned to the PC by the police and the outcome of its use.

CCTV Policy

g) Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Numbers if appropriate, and the PC notified at the next appropriate Committee / Full PC meeting.

h) Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Clerk to the PC. When a repair has been made, this should also be logged showing the date and time of completion.

i) Any request by an individual member of the public for access to their own recorded image may be subject to a fee. A response will normally be sent within one calendar month.

j) The Council shall comply with the code of Conduct for CCTV users which has been drawn up by the Information commissioner's Office. Signage shall be in place which sets out the functionality of the software used and lists all the purposes that the data collected will be used for. Signage/notice is displayed stating that: "A video recording system is in operation at these premises for the purpose of the prevention and detection of crime, safety and good management".

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 PC 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 PC, in line with the existing complaints policy.

Formal approval of this CCTC policy

This is approved by:

Dullingham Parish Council
Karen Peck
Clerk to the Council

Dullingham Parish Council
ADOPTED 19th November 2020

Date adopted : Annually, last adopted May 2023
Date for review : Annually in May