

CCTV Policy

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 UK GDPR, the Data Protection Act 2018, the Protection of Freedoms Act 2012, the Surveillance Camera Code of Practice and relevant guidance issued by the Information Commissioner's Office.

This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect legislative requirements, current guidance, good governance practice and the public interest. The Council will also review the need for CCTV and its proportionality if cameras are added, moved, upgraded, or if the purpose of monitoring changes.

Where required, the Council will complete or review a Data Protection Impact Assessment to confirm that the CCTV system remains necessary, proportionate and appropriately controlled.

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:
- The Council will process CCTV images only where it is lawful, necessary and proportionate to do so. The lawful basis for processing will include the performance of a public task and/or the Council's legitimate interests in crime prevention, public safety and the protection of Council property, as applicable.
- 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 Parish Council and other law enforcement agencies with the identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime or public order.

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- 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.

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 of the CCTV scheme or this policy will take place only after discussion and resolution at a Full Council meeting.

Responsibilities of the Owner of the Scheme

Dullingham Parish Council retains overall responsibility for the scheme.

Day-to-day management and operational responsibility rests with the Chairman of the Parish Council. Breaches of this policy will be investigated by the Clerk to the Council and reported to the Parish Council.

General Statement

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant 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.

2b) No public access will be allowed to the monitors except for a lawful, proper and sufficient reason, and with prior approval of the Clerk to the Parish Council or the Chairman of the Parish Council. The police are permitted access to recordings and images 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 Parish Council'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 requirements and should only be handled by the minimum number of authorised persons. Recorded images will normally be retained for no longer than 31 days, unless the footage is required for an investigation, insurance claim, complaint, legal proceedings or another lawful purpose. Images will be securely deleted once they

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are no longer required.

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. Any such disclosure will be agreed between the Clerk and Chairman.

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 logged to identify the recording and show the officer's name and details. The log should also show when such information is returned to the Parish Council by the police and the outcome of its use.

g) Any event that requires checking of recorded data should be clearly detailed in the logbook of incidents, including crime numbers if appropriate, and the Parish Council notified at the next appropriate committee or Full Council meeting.

h) Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Clerk to the Parish Council. 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 will be treated as a subject access request. Requests will normally be free of charge and a response will usually be sent within one calendar month, subject to confirmation of identity, lawful exemptions and any requirement to protect the rights and freedoms of other individuals shown in the footage.

j) The Council shall comply with the CCTV guidance and data protection requirements issued by the Information Commissioner's Office. Clear, visible and readable signage shall be displayed in areas covered by CCTV. Signage shall identify Dullingham Parish Council as the CCTV operator, explain the purposes for which CCTV is used, and provide appropriate contact details for queries. The signage/notice displayed shall state: "A video recording system is in operation at these premises for the purpose of the prevention and detection of crime, safety and good management."

k) Access to recorded footage will be restricted to authorised persons only. All access, viewing, disclosure, police requests, incidents, faults, repairs and deletions must be recorded in the appropriate log.

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, provided this 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.

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Formal Approval of this CCTV Policy

This is approved by:

Dullingham Parish Council

ADOPTED 5 November 2020

REVIEWED 3 July 2026