

THORNDON PARISH COUNCIL

CCTV Policy

1. Introduction
 - 1.1. This policy is to control the management, operation, use and confidentiality of the CCTV system sited on the entrance to the playing field, Fen View, covering the play area and net ball area.
 - 1.2. It has been prepared taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000).
 - 1.3. This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that the system meets legislative requirements.
 - 1.4. The system comprises of 1 (number) fixed camera at the entrance to the car parking area.
2. Objectives of the scheme
 - (a) To protect the assets of the Parish Council
 - (b) To increase personal safety and reduce the fear of crime
 - (c) To support the Police in a bid to deter and detect crime
 - (d) To assist in identifying, apprehending and prosecuting offenders
 - (e) To assist in managing the play area, a small area of the playing field and the car park.
3. Statement of intent
 - 3.1. The CCTV Scheme will be registered with the Information Commissioner under the terms of the General Data Protection Act of May 2018 and will seek to comply with the requirements both of the Data Protection Act and the Surveillance Camera Code of Practice.
 - 3.2. The Parish Council will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.
 - 3.3. The camera will be used to monitor activities within the Play area to identify criminal activity actually occurring, anticipated, or perceived, together with its visitors.
 - 3.4. The camera is not to focus on private homes, gardens and other areas of private property.
 - 3.5. Materials or knowledge secured as a result of the CCTV will not be used for any commercial purpose. Data will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Data will never be released to the media for purposes of entertainment.
 - 3.6. The planning and design has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
 - 3.7. Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the CCTV camera.
4. Operation of the system
 - 4.1. The Scheme will be administered and managed by the CCTV Management group consisting of James Hayward, Robert Jenkins and Emma Milton in accordance with the principles and objectives expressed in the code.
 - 4.2. The day-to-day management will be the responsibility of the CCTV management group.
 - 4.3. The CCTV system will be operated 24 hours each day, every day of the year.
5. Control Area
 - 5.1. The CCTV management group will routinely check and confirm the efficiency of the system and in particular that the equipment is properly recording and that cameras are functional.
 - 5.2. Other administrative functions will include maintaining the system space, system maintenance logs.
6. Monitoring procedures
 - 6.1. Camera surveillance may be maintained at all times.
 - 6.2. Pictures will be continuously recorded and viewed via an APP
 - 6.3. CCTV data is viewable remotely via log in details and password protected internet access restricted to the members of the Management Group only.
7. Recording procedures
 - 7.1. In order to maintain and preserve the integrity of the data the following procedures for use and retention must be strictly adhered to:
 - (i) Data stored may be copied to a USB device if required for evidence purposes by a member of the management Group only.
 - (ii) Data stored on hard drive will be stored for 30 days with an auto re-write regime in place.
 - (iii) Data required for evidential purposes and copied to a USB device, must be witnessed, signed by the Management Group
 - 7.2. Data may be viewed by the Police for the prevention and detection of crime and the authorised Officer of Thorndon Parish Council (Clerk/RFO) for supervisory purposes.

- 7.3. A record will be maintained by the management Group of the release of Data to the Police or any other authorised applicants.
- 7.4. Viewing of Data by the Police must be recorded in writing and in the log book. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998.
- 7.5. Should data be required as evidence, a copy may be released to the Police under the procedures described in paragraph 8.1 (iv) of this Code. Data will only be released to the Police on the clear understanding that the data remains the property of the Parish Council, and both the data and information contained on it are to be treated in accordance with this code. The Parish Council also retains the right to refuse permission for the Police to pass to any other person the data or any part of the information contained thereon. On occasions a Court requires the release of original recordings.
- 7.6. The Police may require the Parish Council to retain the data for possible use as evidence in the future. Such data will be properly indexed and properly and securely stored until they are needed by the Police.
- 7.7. Applications received from outside bodies (e.g. solicitors) to view data will be referred to the Proper Officer/RFO. In these circumstances data will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in such circumstances, a sum not exceeding the cost of materials is usual.
8. Breaches of the code (including breaches of security)
 - 8.1. Any serious breach of the Code of Practice will be immediately investigated by an independent investigation undertaken with recommendations on how to remedy the breach.
9. Assessment of the scheme and code of practice
 - 9.1. Performance monitoring, including random operating checks, may be carried out.
10. Complaints
 - 10.1. Any complaints about the Parish Council's CCTV system should be addressed to the Parish Clerk.
 - 10.2. Complaints will be investigated by a panel of Councillors excluding members of the Management Group.
11. Access by the Data Subject
 - 11.1. The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.
 - 11.2. Requests for Data Subject Access should be made on application to the Parish Clerk.
12. Public information

Copies of this Code of Practice will be available to the public on the Parish Council pages of the Thorndon Village website or on request from the Parish Clerk.

Summary of Key Points

- This Code of Practice will be reviewed every 2 years.
- The CCTV system is owned and operated by the Parish Council
- Data may only be viewed by the Authorised Parish Council Officer, members of the CCTV Control Group and the Police.
- Data required as evidence will be properly recorded and witnessed before being released to the police.
- Data will not be made available to the media for commercial or entertainment.
- Data will be auto-erased after 30 days
- Any breaches of this code will be initially investigated by the Clerk. An independent investigation will be carried out for serious breaches.
- Breaches of the code and remedies will be reported to the Parish Council.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES

Adopted by the Parish Council on 4th November 2021