



# West Dean Parish Council

## CCTV Policy

### Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system located at the West Dean Centre, Bream. The West Dean Centre is owned and managed by West Dean Parish Council.

The policy was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner and the General Data Protection Regulations 2018. 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 CCTV Scheme is registered with the Information Commissioner under the Terms of the Data Protection Act 2018.

Registration Reference: ZA177207.

West Dean Parish Council accepts the eight data protection principles enshrined within the Data Protection Act 2018, the General Data Protection Regulation, the CCTV Code of Practice, and the Human Rights Act 1998 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 a country or territory outside the European Economic Area unless an adequate level of protection for the rights and freedoms of data subjects is ensured.

This policy sets out the position of West Dean Parish Council in relation to its use of CCTV at the West Dean Centre.

### Statement of Purpose

To provide a safe and secure environment for the benefit of those who visit, use, or work in the West Dean Centre and its surroundings, including the car park, play park, youth shelter and garden 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 to persons using the facilities at the West Dean Centre, so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups;
- To reduce 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 in areas being monitored. Cameras will not be sited in any areas where members of staff or visitors to the centre have an expectation of privacy, such as toilet facilities, but may be located in communal areas such as the foyer with appropriate signage being on display.
- To assist all emergency services to carry out their lawful duties.

### **Changes to the Purpose of Policy**

The CCTV Policy may be discussed at meetings of the Governance & Scrutiny Committee for review purposes. However, any major changes 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 Parish Council meeting.

### **Responsibilities of the Owner of the Scheme**

West Dean Parish Council retains overall responsibility for the scheme and the review and updating of this policy.

## **CCTV Code of Practice**

### **Management of the System**

Day to day operational responsibility rests with the Clerk and Deputy Clerk to the Council and the Chair of the Governance & Scrutiny Committee.

Breaches of this policy will be investigated by the Clerk and Deputy 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.

### **Control and Operation of the Cameras, Monitors and System**

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

- Trained operators must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
- Misuse of the CCTV system could constitute a criminal offence and any member of staff breaching the policy may be subject to disciplinary action.
- The position of cameras and monitors have been agreed following consultation with the Community Safety team based at Forest of Dean District Council.
- No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk to the Council or the Chair of 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 are able to visit the West Dean Centre to review and confirm the Parish Council's operation of the CCTV by arrangement. Any visit by the Police to view images will be logged by the operators.
- Operators should regularly check the accuracy of the date/time display.

### Storage and Retention of Images

Digital records should be securely stored to comply with data protection and should only be handled by the essential minimum number of persons. Digital images will be erased after a period of 30 days, unless there is a specific purpose for which they are retained for a longer period, and the storage system will be password protected.

- 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 to the Council would inform the Chair of Parish Council of any such situation.
- As records may be required as evidence at Court, each person handling the 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, showing the officers 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.
- Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including the Crime Numbers, if appropriate, and the Parish Council notified at the next opportunity.
- Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Clerk of the Council and the Chair of the Council and recorded in the log. When a repair has been made, this should also be logged showing the date and time of completion.

### Subject Access Requests

Any request by an individual member of the public for access to their own recorded image must be made on an Access Request Form. Forms are available from the Parish Office or from the Clerk to the Council and will be submitted to the next meeting of the Parish Council for consideration and reply, this will normally be within one calendar month. There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administration fee.

A record must be kept, and held securely, of all disclosures which sets out, when the request was made, the process followed to determine whether images contained third parties and consideration given to whether the person making the request is allowed to view those images and if a copy was provided to whom, when and in what format.

### Accountability

Copies of this 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 or complaints regarding the use of the system will be considered by the Parish Council, in line with its existing complaints policy.

### Status

This policy was adopted by West Dean Parish Council at a meeting of the council on xxxxxxxx.

**THIS POLICY MUST BE COMPLETED WITH AT ALL TIMES.**