

# Goldshaw Booth Parish Council CCTV

## Introduction

This policy and procedure document is to control the management, operation, use and confidentiality of any CCTV systems or systems located within Goldshaw Booth. The CCTV is owned and managed by Goldshaw Booth Parish Council.

The policy and procedures were prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (revised 2015) and the General Data Protection Regulations 2018.

The policy and procedures 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.

## Purpose Statement

CCTV within Goldshaw Booth will be used 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;

reduce the fear of crime by persons;

reduce vandalism to property and to prevent, deter and detect crime and disorder;

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;

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;

assist all "emergency services" to carry out their lawful duties.

## Guiding Principles

The following 12 guiding principles (taken from the Surveillance Camera Code of Practice) will apply to the use of CCTV in Goldshaw Booth:

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.

2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

## **Responsibility**

The Parish Council will select a Nominated Data Controller (NDC) who will be responsible for ensuring that the CCTV system is operational, including the accuracy of the date/time displayed and that any required reviews of CCTV footage are carried out in accordance with the guiding principles and the remainder of this document.

Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Digital images will be erased after a period of one month.

The NDC will report any operational issues and any reviews undertaken within the previous period at the Parish Council meeting.

On an annual basis, the NDC will summarise all maintenance issues and reviews having taken place within the year.

At this point the siting of the CCTV equipment may also be reviewed.

## **Reporting and Usage**

As records may be required as evidence at Court, any 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 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 will be clearly detailed in the log book of incidents, including Crime Numbers. if appropriate, and the Parish Council notified at the next available opportunity.

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

Any request by an individual member of the public for access to their own recorded image must be made to the Parish Clerk. Such requests will be submitted to the next meeting of the Parish Council for consideration and reply, normally 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 administrative fee.

Any written concerns or complaints regarding the use of the system, which should be provided to the Parish Clerk, will be considered by the Parish Council, in line with the existing complaints policy.

The Parish Clerk will also be responsible for investigating and reporting any breaches of the policy and procedures.

## **Training**

The Parish Council will ensure that the NDC is trained in the use of the CCTV system in order to be able to fulfil their responsibilities in accordance with the manufacturers guidelines.

## **Annual Review**

The Parish Council will review the following on at least an annual basis:

the person to be assigned to the NDC role;

the siting of the CCTV equipment; and

the incidents, concerns and complaints which have taken place.