



CROOKHAM VILLAGE PARISH COUNCIL

CCTV Policy

Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV systems located at Hareshill & Zebon Community Centres and environs.

This policy has taken due account of the Code of Practice published by the Data Protection Commissioner (revised 2015) and the General Data Protection Regulations 2018. A Data Protection Impact Assessment (DPIA) has been conducted.

The CCTV Scheme is registered with the Information Commissioner under the Terms of the Data Protection Act 1998. Registration Reference: Z8757328.

Crookham Village Parish Council accepts the eight data protection principles based on the Data Protection Act 1998 and the General Data Protection Regulations 2018 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.

1. Statement of Purpose

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will only be used in accordance with the law. The scheme will be used for the following purposes:

- 1.1. To reduce the fear of crime by persons using facilities at the Hareshill and Zebon Community Centres and environs.
- 1.2. To prevent, deter and detect crime and disorder.
- 1.3. To reduce the level of littering and identify the culprits.
- 1.4. To prevent, deter and detect crime and anti-social behaviour.

- 1.5. To assist the Parish Council, Police and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime and public order.
- 1.6. To act as a deterrent to potential offenders by publicly displaying the existence of CCTV, having cameras clearly visibly sited that are not hidden and signs advertising CCTV in use.

2. Management of the System

- 2.1. Day to day operational responsibility rests with the Zebon Centre Managers for the Zebon Centre.
- 2.2. Day to day operational responsibility rests with the Deputy Clerk for the Hareshill Centre.
- 2.3. The Centre Managers and Deputy Clerk are responsible for regularly checking the accuracy of the day/time displayed.
- 2.4. Recordings are overwritten after a maximum period of 45 days.
- 2.5. Recordings requested prior to overwriting will be held for a further 60-day period or until the relevant investigation is closed.
- 2.6. Requests for sight of a recording must be made via the Footage Application Form (Appendix A).
- 2.7. If the Clerk considers that the Application is valid then the applicant will sign the footage release form (Appendix B).

3. Control and Operation of the Cameras, Monitors and Systems

- 3.1. Operators must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
- 3.2. Remote real time access is permitted to the Centre Managers and nominated Parish Councillors.
- 3.3. 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.
- 3.4. Law Enforcement Agencies are permitted access to recordings if they have reason to believe that such access is necessary to investigate, detect or prevent crime. Any visit to view images will be logged by the Centre Managers and copied to the Clerk.
- 3.5. Unless on the advice of the police, CCTV images will not be shared on any public Social Media platforms.
- 3.6. Any written concerns or complaints regarding the use of the system will be considered by the Parish Council.