

Holywell-cum-Needingworth Parish Council

CCTV POLICY

Adopted 5th June 2007
Last Review February 2023

Prepared by: Parish Clerk.

Notes:

1. In order for the Parish Council to comply with the General Data Protection Regulation 2018, and act in accordance with the Information Commissioners CCTV Code of Practice the Parish Council requires a policy.
2. The Policy below has been drafted in accordance with the:
 - a) General Data Protection Regulation 2018.
 - b) Information Commissioner's CCTV Code of Practice.
 - c) Freedom of Information Act 2000.
 - d) Data Protection Act 2018.
 - e) Human Rights Act 1998.
 - f) Regulation of Investigatory Power Act 2000.
 - g) Private Security Act 2001.
 - h) Protection of Freedoms Act 2012.
 - i) Investigatory Powers Act 2016.

1 Introduction

- 1.1 This policy is to control the management, operation, use and confidentiality of the CCTV system at Needingworth Village Hall Overcote Lane Playing Fields and Millfields Pavilion.
- 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 CCTV cameras located in the vicinity of Needingworth Village Hall, Millfields Playing Fields and Millfields car park.

2. Objectives of the system

- (a) To protect the building and its assets
- (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 protect members of the public and private property

3. Statement of intent

- 3.1 The CCTV Scheme will be registered with the Information Commissioner under the terms of the General Data Protection Regulation 2018 and will seek to comply with the requirements both of the General Data Protection Regulation and the Information Commissioner's CCTV 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 Cameras will be used to monitor activities within around Needingworth Village Hall and Millfields Pavilion and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of Needingworth Village Hall, Overcote Lane playing field and carparks and Millfields Pavilion, together with its visitors.
- 3.4 Static cameras are not focus on private homes, gardens and other areas of private property.
- 3.5 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the Police. Recordings 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.
- 4 Operation of the system**
- 4.1 The system will be administered and managed by the Parish Clerk.
- 4.2 The day-to-day management will be the responsibility of both the Parish Clerk and the Chairman of the Parish Council.
- 4.3 The CCTV system will be operated 24 hours each day, every day of the year.
- 5. Control of Equipment**
- 5.1 The Parish Clerk/Chairman will check and confirm the operation of the system weekly and in particular that the equipment is properly recording and that cameras are functional.
- 5.2 Access to the equipment will be strictly limited to the Parish Clerk, the Chairman of the Council and the Assistant to the Parish Clerk if authorised by the Parish Clerk or the Chairman of the Council.
- 5.3 Visitors and other contractors wishing to have access to the equipment will be subject to particular arrangement as outlined below.
- 5.4 If out of hours emergency maintenance arises, the Parish Clerk/Chairman must be satisfied of the identity and purpose of contractors before allowing access.
- 5.5 A book logging access by contractors will be maintained by the Parish Clerk. Full details of visitors including time/date of access will be recorded.
- 6. Monitoring procedures**
- 6.1 A monitor is installed in the Clerk's office and Millfields Pavilion to which pictures will be continuously recorded.
- 7. Recordings procedures**
- 7.1 In order to maintain and preserve the integrity of the hard drive used to record events and the facility to use them in any future proceedings, the following procedures for their use and retention must be strictly adhered to:

- (i) The retention period for recordings on the hard drive for cameras in the vicinity of Needingworth Village Hall and Millfields Playing Fields is 30 days. The retention period for recordings at Millfields car park is 21 days.
- (ii) Each recording must be identified by a unique mark.
- (iii) Before using each disk/memory stick it must be cleaned of any previous recording.
- (iv) The controller shall register the date and time of recording insert, including recording reference.
- (v) A recording required for evidential purposes must be copied on to a memory stick, sealed, witnessed, signed by the controller, dated, and stored in the safe.
- (vi) If the recording is archived the reference must be noted.

- 7.2 Recordings may be viewed by the Police for the prevention and detection of crime, authorised officers of Holywell-cum-Needingworth Parish Council for supervisory purposes, authorised demonstration, and training.
- 7.3 A record will be maintained of the release of tapes to the Police or other authorised applicants. A register will be available for this purpose.
- 7.4 Viewing of recordings by the Police must be recorded in writing and in the logbook. Requests by the Police can only be actioned in accordance with the General Data Protection Regulation 2018.
- 7.5 Should a recording be required as evidence, a copy may be released to the Police under the procedures described in paragraph 7.1 (iv) of this policy. Recordings will only be released to the Police on the clear understanding that the copy remains the property of the Parish Council, and both the recording and information contained on it are to be treated in accordance with this policy. The Parish Council also retains the right to refuse permission for the Police to pass to any other person the copy or any part of the information contained thereon. On occasions when a Court requires the release of an original recording this will be produced from the safe, complete in its sealed envelope.
- 7.6 The Police may require the Parish Council to retain the stored recordings for possible use as evidence in the future. Such recordings 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 or release recordings will be referred to the Parish Clerk. In these circumstances recording 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 for subject access requests, and a sum not exceeding the cost of materials in other cases.

8 Breaches of the policy (including breaches of security)

- 8.1 Any breach of the policy by council staff, will be initially investigated by the Parish Clerk, in order for them to take the appropriate disciplinary action. An independent investigation will be carried out for serious breaches to make recommendations on how to remedy the breach.

9 Complaints

- 9.1 Any complaints about the Parish Council's CCTV system should be addressed to the Parish Clerk.
- 9.2 Complaints will be investigated in accordance with Section 8 of this policy.

10 Access by the Data Subject

- 10.1 The General Data Protection Regulation 2018 provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.
- 10.2 Requests for Data Subject Access should be made on an application form available from the Parish Clerk.
- 10.3 A fee may be charged for handling a subject access request, payable on application to Holywell-cum-Needlingworth Parish Council.

11 Public information

Copies of this policy will be available to the public from the Parish Clerk.

Summary of Key Points

- This policy will be reviewed every two years.
- The CCTV system is owned and operated by the Parish Council.
- The monitors will not be manned.
- Recordings stored on memory sticks will be used properly indexed, stored, and destroyed after appropriate use.
- Recordings may only be viewed by Authorised Parish Council Officers, and the Police.
- Recordings required as evidence will be properly recorded, witnessed and packaged before copies are released to the Police.
- Recordings will not be made available to the media for commercial or entertainment.
- Recordings will be disposed of securely by deleting the recording from the memory stick before disposal.
- Any Covert Surveillance or use of a Covert Human Intelligence Source being considered or planned as part of an operation must comply with the corporate policies and procedures. The Parish Council must use these procedures and comply with the requirements set out in the procedure documentation.
- Any breaches of this policy will be investigated by the Parish Clerk. An independent investigation will be carried out for serious breaches.
- Breaches of the policy and remedies will be reported to the Parish Council.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

I have read the above policy and agree to abide by these instructions. I will discuss any concerns with the Clerk to the Council at any time.

Signed Print Name

Date/...../.....

(Operators are issued with their own copy of this policy and shall sign to confirm receipt and compliance.)

Signage

Signs will be placed so that the public are aware that they are entering a zone which is covered by surveillance equipment. The signs should be clearly visible and legible to the public.

Authorised Staff

Parish Clerk of the Council
Assistant to the Parish Clerk
Chairman of the Council

Adopted at meeting of Holywell-cum-Needingworth Parish Council held on 5th June 2007.

Last Reviewed 7th January 2025

Signed.....

Miss J Bowd
Parish Clerk

ACCESS REQUEST FORM – CCTV IMAGES

Date of Recording:	Place of Recording:	Time of Recording:	
Applicants Name and Address Post Code: Tel.No:		Description of Applicant and any distinguishing features (e.g. clothing) 	
Signature of Applicant (or parent/guardian if under 18)		A recent photograph may be necessary to aid identification.	
Reason for request - to be submitted to the Recreation Committee. <i>Continue overleaf if necessary</i>			
Were you alone? YES/NO If not, please describe any accompanying persons. 			
FOR OFFICE USE ONLY			
Received by:	Clerk's Signature	Date Received	Time Received
Fee Charged / N.A.	Fee Paid:	Request Approved YES/NO	Date Applicant Informed:
Actioned By: On:	Image Identified on Tape Ref 	In the presence of:	
Applicant attended viewing on	Result:	In the presence of:	

RECORD OF NUISANCE / CRIMES

OFFENCE	COMMITTED ON	DESCRIPTION	NAME/ADDRESS OF WITNESS:	ACTION TAKEN Tick all (Crime No.)	BY:	DATE/ TIME	CCTV CHECKED
	Date: Time: Place:			Recorded only Police Called-Local 999 Police Attended LETTER PROSECUTION			By: Result: Action:
	Date: Time: Place:			Recorded only Police Called-Local 999 Police Attended LETTER PROSECUTION			By: Result: Action:
	Date: Time: Place:			Recorded only Police Called-Local 999 Police Attended LETTER PROSECUTION			By: Result: Action:
	Date: Time: Place:			Recorded only Police Called-Local 999 Police Attended LETTER PROSECUTION			By: Result: Action:
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