

# **EWSHOT PARISH COUNCIL**

## **CCTV POLICY**

### **1. Introduction**

- 1.1 Ewshot Parish Council (the Council) uses closed circuit television (CCTV) images for the purposes of public safety, crime prevention, the detection and prosecution of offenders and to prevent the loss or damage to property.
- 1.2 The system comprises a number of fixed cameras that cover the Village Hall/Recreation Ground car park.
- 1.3 The system does not have sound recording capability.
- 1.4 The CCTV system is owned and operated by the Parish Council and the deployment is determined by the Parish Clerk under guidance from the Parish Council.
- 1.5 The CCTV is monitored from the Parish Office at the Village Hall by the Parish Clerk and other staff/councillors as necessary.
- 1.6 The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998. The use of CCTV and the associated images is covered by the Data Protection Act 1998. This policy outlines the Council's use of CCTV and how it complies with the Act.
- 1.7 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

### **2. Statement of Intent**

- 2.1. The Council complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published on the ICO website. This Policy has been written with the guiding principles of the Surveillance Camera Code of Practice in mind and reproduced in Appendix A.
- 2.2. In areas where CCTV is used, the Council will ensure that there are prominent signs placed within the controlled area.
- 2.3. It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

### **3. Siting the Cameras**

- 3.1 Cameras will be sited so they only capture images relevant to the purposes for which they are installed and care will be taken to ensure that reasonable privacy expectations are not violated. The Council will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.
- 3.2 The Council will make every effort to position cameras so that their coverage is restricted to Council owned land.
- 3.3 Members of staff should have access to details of where CCTV cameras are situated.

### **4. Covert Monitoring**

- 4.1 The Council will not set up covert monitoring.

### **5. Storage and Retention of CCTV images**

- 5.1 Recorded data will be retained for no longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.
- 5.2 All retained data will be stored securely.

### **6. Access to CCTV images**

- 6.1 Access to recorded images will be restricted to those staff and councillors authorised to view them, and will not be made more widely available.
- 6.2 Members of the public, whether or not they are representatives of organisation using the areas covered by CCTV, are not permitted to view recordings.

### **7. Subject Access Requests (SAR)**

- 7.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.
- 7.2 All requests should be made in writing to the Parish Clerk by completing the form in Appendix C. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be

identified. For example, date, time and location. A record will be kept of all such requests.

7.3 The Council will respond to requests within 28 calendar days of receiving the written request and fee.

7.4 A fee of £25 will be charged per request.

7.5 The Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

## **8. Access to and Disclosure of Images to Third Parties**

8.1 There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the Council where these would reasonably need access to the data (e.g. investigators).

8.2 Requests should be made in writing to the Parish Clerk.

8.3 Where data is provided a record of this must be made and kept. This will include details of the information provided and who to and for what purpose.

## **9. Complaints**

9.1 Complaints and enquiries about the operation of CCTV within the Council should be directed to the Parish Clerk in the first instance.

## **10. Further Information**

10.1 Further information on CCTV and its use is available from the following:

- CCTV Code of Practice (published by the Information Commissioners Office)
- Regulation of Investigatory Powers Act (RIPA) 2000
- Data Protection Act 1998

## Appendix A

The guiding principles of the Surveillance Camera Code of Practice:

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.

## Appendix B

### Checklist

This CCTV system and the images produced by it are controlled by the Parish Clerk who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1998).

Ewshot Parish Council has considered the need for using CCTV and has decided that it is required for the prevention and detection of crime and for protecting the safety of the public. It will not be used for other purposes. The Council conducts an annual review of its use of CCTV.

	Checked (date)	By	Date of next Review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.			
There is a named individual who is responsible for the operation of the system.			
A system had been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.			
Cameras have been sited so that they provide clear images.			
There are visible signs showing that CCTV is in operation.			
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.			
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.			

Except for law enforcement bodies, images will not be provided to third parties.			
The organisation knows how to respond to Individuals making requests for copies of their own images. If unsure the Parish Clerk knows to seek advice from the Information Commissioner as soon as such a request is made.			
Regular checks are carried out to ensure that the system is working properly and produces high quality images.			

## Appendix C

### CCTV Access Request Form

Date of Recording	
Place of Recording	
Time of Recording	
Applicants Name, Address and contact number	
Description of Applicant (to help with identification of correct image)	
Signature of Applicant	
Reason for Request	

For office use:

Request received by	
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Date received	
Fee Charged Request approved on	
Date Applicant informed	