

Monk Hesleden Parish Council

CCTV Policy

Approved: 180219

Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV systems at:

Blackhall Resource Centre,
68 Middle Street, Blackhall, Co Durham, TS27 4EA

Blackhall Welfare Park
Eleventh Street, Blackhall Colliery, Co Durham, TS27 4LX

It was prepared after taking due account of the Code of Practice published by the Information Commissioner's Office (version 1.2). 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.

Monk Hesleden Parish Council accepts the principles of the General Data Protection Regulation (GDPR) which became law on 25th May 2018 and will seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Parish Council with legitimate reasons for using CCTV.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

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 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 by persons using Council facilities so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups;
- to reduce the 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, both inside and outside the Parish Council buildings, and by gates accessing the open spaces at Blackhall Welfare Park
- to assist all "emergency services" to carry out their lawful duties.

Changes to the Purpose or Policy

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 at Council Committee meeting(s) and resolution at full Council meeting.

Responsibilities of the Owners of the Scheme

Monk Hesleden Parish Council retains overall responsibility for the scheme.

Monk Hesleden Parish Council

CCTV Code of Practice

Management of the System

Day-to-day operational responsibility rests with the Clerk to the Council, who can be consulted by staff out of hours, if and when necessary.

Breaches of this policy by operators will be investigated by the 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.

Control and Operation of the Cameras, Monitors and Systems

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

1. Trained operators must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
2. No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk or the Chairman of the Parish Council. The Police are permitted access to footage if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the Council premises to review and confirm the Parish Council's operation of CCTV arrangements. Any visit by the Police to view images will be logged by the operator.
3. Operators should regularly check the accuracy of the date/time displayed.
4. 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 5 days.**
5. 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 will inform the Chairman of the Council of any such emergency.
6. As records may be required as evidence at Court, each 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.
7. Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Nos. if appropriate, and the Council Office notified at the next available opportunity.
8. Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Clerk or contact made with the company responsible for maintenance, and the call logged showing the outcome. When a repair has been made this should also be logged showing the date and time of completion.
9. Any request by an individual member of the public for access to their own recorded image must be made on an 'Access Request Form' and is subject to a standard fee. Forms are available from the Council Office and will be submitted to the next meeting of the Parish Council for consideration and reply, normally within 28 days.

Accountability

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

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

MONK HESLEDEN PARISH COUNCIL

ACCESS REQUEST FORM – CCTV IMAGES

Date of Recording:	Place of Recording:	Time of Recording:	
Applicants Name and Address		Description of Applicant and any distinguishing features (e.g. clothing)	
Post Code:	Tel.No:	A recent photograph may be necessary to aid identification.	
Signature of Applicant			
(or parent/guardian if under 18)			
Reason for request - to be submitted to the Parish Council.			
Continue overleaf if necessary			
Received by:	Clerk's Signature	Date Received	Time Received
Fee Charged / N.A.	Fee Paid:	Request Approved YES/NO	Date Applicant Informed: