

CCTV policy

Introduction

The purpose of this policy is to regulate the management, operation and use of the CCTV system (Closed Circuit Television) within the Parish of Arborfield & Newland. It ensures that the Council's practices are in line with Surveillance Camera Code of Conduct as well as meeting its statutory obligations as laid down by

- *Local Government and Rating Act 1997 s.31*
- *Crime and Disorder Act 1998 s.17*
- *Article 8 of the European Charter on Human Rights (enshrined in Human Rights Act 1998 Sch.1)*

The CCTV system is owned and operated by the Parish Council and the introduction of, or changes to, CCTV monitoring will be subject consultation with members of the Parish Council.

The Arborfield & Newland Parish Council CCTV is registered with the Information Commissioner Office (ICO) and the Council pays an annual fee under the requirements of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016/679. The registration reference is ZA014040.

Purpose

The CCTV is in continual operation in order 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 CCTV scheme will be used for the following purposes:

- to reduce the fear of crime by persons within the Parish without fear of intimidation by individuals or groups
- to reduce the vandalism of property
- 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 in areas being monitored

Scope

This policy relates directly to the location and use of CCTV and the monitoring, recording and subsequent use of such recorded material. The Parish Council complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its use.

CCTV systems are installed externally at The Pavilion in Arborfield Park and at other locations within the Parish for the purpose of enhancing security of the area and its associated assets.

CCTV warning signs will be prominently placed in areas where CCTV is used, with information relating to the purpose of using CCTV, the name and contact details for the Parish Council.

Arborfield & Newland Parish Council retains overall responsibility for the CCTV scheme. The Council will keep a record of trained operators.

Any major change 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 and resolution at a Full Parish Council meeting.

Operation of CCTV and resulting images

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

- Trained operators must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual
- To protect all parties, only authorised personnel are required to view any CCTV recordings or carry out searches
- No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk and the Chair of the Parish Council. The Police are permitted access to data and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. Any visit by the Police to view images will be logged by the operator
- Operators should regularly check the accuracy of the date/time displayed
- Supervising the access and maintenance of the CCTV System remains the responsibility of the Parish Council. In view of this, the Parish Council will have a minimum of two Parish Councillors or members of staff are trained on the CCTV system at all times.
- Storage and Retention of Images - 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 retained for a minimum of 30 days and erased when disk space requires
- 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 to the Council would inform the Chair of the Parish Council of any such emergency
- 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
- Any event that requires checking of recorded data should be clearly detailed in the logbook 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 Clerk, DPO and the Chair of the Parish Council and recorded in the log. When a repair has been made, this should also be logged showing the date and time of completion

- No images will be posted, only handed over directly to police officers or a person authorised by the police. Recorded data will not be retained for longer than 30 days except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue

Access Requests

Any request by an individual member of the public for access to their own recorded image must be made on an Access Request Form. Forms are available by contacting the Clerk to the Council and will be submitted to the next meeting of the Parish Council for consideration and reply, normally within one calendar month.

Requests may be delayed during August as the Parish Council does not meet during summer recess. Members of Thames Valley Police will also be required to complete an Access Request Form. Only the officer's name and number need to be recorded.

The Parish 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.

There will be no disclosure of recorded data to third parties other than authorised personnel such as the Police.

If there are any concerns as to disclosure, then the Parish Council should seek expert advice from a Data Protection Officer in the first instance and appropriate legal advice may be required.

Responsibilities

Arborfield and Newland Parish Council retains overall responsibility and will:

- Ensure that the use of CCTV systems is implemented in accordance with this policy
- Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within the Parish
- Ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy
- Ensure that the CCTV monitoring is consistent with the highest standards and protections
- Review camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy
- Maintain a record of access (e.g. an access log) to or the release of any material recorded or stored in the system
- Ensure that the perimeter of view from cameras conforms to this policy
- Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals within the Parish Council and be mindful that no such infringement is likely to take place
- Ensure that cameras are non-intrusive in terms of their positions and views of neighbouring residential housing and comply with the principle of "Reasonable Expectation of Privacy"
- Ensure that when a zoom facility on a camera is being used, there is a second person present with the operator of the camera to guarantee that there is no unwarranted invasion of privacy
- Ensure that camera control is solely to monitor suspicious behaviour, criminal damage etc. and for no other purpose

- Ensure that camera control is not infringing an individual's reasonable expectation of privacy in public areas
- Organise the annual servicing of the system using qualified personnel to ensure everything is fully functioning

Policy Review

The Clerk and Responsible Officer is responsible for monitoring and reviewing this policy. In addition, changes to legislation, national guidance, codes of practice or commissioner advice may trigger interim reviews.