# **Ockbrook and Borrowash Parish Council**

## Policy Document – CCTV

### Introduction

This policy controls the management, operation, use and confidentiality of the CCTV camera system in the Parish Hall, Ockbrook.

It has been prepared after taking due account of the Code of Practice published by the Information Commissioner (November 2021).

The installation will be operated, and data produced managed to achieve the stated purposes only.

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.

The Parish Council accept the principles of the 988 Act based on the Data Protection Principles 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, and
* Secure.

### Statement of Purpose and Scope of Operation.

The primary purpose of the installed system is to deter and detect criminal activity and maintain public order within the Parish office.

The secondary purpose of the installation is to increase security by monitoring of activity within the building.

The third purpose is to help prevent incidents of assault or abuse to Parish Council staff and Councillors who may be present in the building.

The fourth purpose is to provide information, if requested, to the Police for use as evidence in criminal prosecution proceedings, where alleged criminal acts occurred within the building and in range of the CCTV system.

The Parish Council will ensure that anybody using the carpark or entering the office are made aware that they are in an area where a surveillance system is being operated. This will be achieved by using prominently placed signs at each entrance to the Parish Hall and reinforcing this with further signs inside the building.

These objectives will be achieved by:

* Collection and electronic storage of data, collected by cameras in the system, for a specific period of time ( a minimum of 28 days) after which period the data will be destroyed.
* Viewing of this recorded data, by authorised persons only to enable identification of persons within the range of any camera within the building.
* Provision of data, from recordings, on transferable medium (DVD) to the Police, if requested, for use as evidence in criminal proceedings, which such relates to activities within the Parish Hall cartilage.
* Limited monitoring, as required, of a designated area as and when requested by the Police.

### Statement of Principle.

### Fair and Lawful

* This CCTV system will be operated fairly within all applicable law, and for the purposes stated in this Code of Practice.
* Any intended use of the data for any other use can only be authorised by full Council or, where the intended use is for covert surveillance by the Police Force, written confirmation is needed from the Police that authorisation has been granted by the Parish Council Chair after consultation with full Council. Any such extension of its use must, after such authorisation, be written into this Code of Practice, which, as a Parish Council document is to be made available on request, in accordance with the requirements of the Freedom of Information Act 2000.

### Privacy of Individuals.

* The CCTV system is intended to view and monitor activity within the Parish Office and external areas, the area of coverage reflects this.
* If a decision is made to view or retrieve data recorded of any particular individual, groups of people or property then it must be for a justifiable cause, and this can only be conducted in accordance with all relative legislative requirements.
* Covert surveillance is NOT within the stated purpose of the installation.
* CCTV cameras will be positioned so as not to be able to read data on the desk of the Parish Clerk and Post Office Staff, to include data or information on their PC display screens.

### Access to Images.

Access to images is restricted to authorised persons only. Authorised persons include the Parish Clerk, the Chair of the Parish Council, the Police and one named Parish Councillor. With prior written consent of the Parish Council, images may be released to the media via the Police for the purpose of crime detection.

Images of areas under surveillance are not monitored continuously but are accessible as required by the Parish Clerk or by authorised persons as defined above.

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act. Any request from an individual to view their own recorded images must be made in writing as a ‘subject access request’ to the Parish Clerk who must confirm the identity of the applicant by means of a valid passport, driving license or similar Government produced identity document.

A standard fee for retrieving the images is payable, currently £10.00. The images will normally be provided within the 28-day timescale stipulated in the collection and storage of data rules above. The Parish Council will use appropriate image editing software to protect the identity of those persons shown in the images but not covered within the subject access request themselves.

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

The Parish Clerk in conjunction with the Chair of the Parish Council or two or more other Councillors will decide whether to allow requests by third parties in accordance with the Parish Councils disclosure policy.

The viewing or recorded images must take place in a secure area to which only authorised persons will have access.

Viewing or removal of the medium by Ockbrook and Borrowash Parish Council on which images are recorded e.g., DVD or HDD for viewing purposes must be documented as follows:

* Name(s) of authorised person(s) viewing the images
* The date and time of the request
* The purpose of the viewing
* The date and time of viewing
* Action taken (if any) and
* The date and time the images were destroyed or returned to the system or secure place.

Police requests to view images and information relating to the viewing and copying of images at the request of the Police must be recorded as follows:

* The name (and rank if applicable) and address of the requester
* The date and time of the request
* The reason for the viewing
* The name(s) pf the person(s) viewing/copying the images
* The outcome, if any, of the viewing
* The date and time the images were returned to the Parish Clerk for destruction.

### Maintenance of the System.

The Clerk to the Parish Council keeps a maintenance log for the system.

A record is kept of the date and time, item number and description, fault/servicing description and confirmation of the date and time the engineer was called out and the date and time the fault was rectified.

The log may be used as a check that the cameras/recording equipment are properly maintained and serviced to ensure that clear images are recorded.

The Clerk to the Parish Council should check the monitor on opening the office to ensure that all cameras are operational. In the event that they are not, the Chair of the Parish Council should be informed as soon as possible.

### Access and Disclosure to Third Parties.

All requests should be recorded and the reasons for allowing or refusing the request should be documented.

Any viewing of a recording should not necessarily require the agreement of the Police. Any enquiry concerning the CCTV system must be actioned through at least two members of the Parish Council and may involve the Police.

Where viewing of a recording is granted a *viewing agreed form* should be competed. A record of the below must be kept.

* time and date of the viewing
* name and signature of the person authorising the viewing
* name and address of the person viewing the recording
* The reason for viewing
* Date and time of the recording to be viewed
* Outcome (if any) of the viewing.

Viewing should be undertaken with only designated persons having access to the equipment. As owners of the system the Parish Council reserves the rights to have a representative present to view the recording. Owing to the sensitive and confidential nature of some of the matters dealt with in the Parish Office this must be by arrangement with the Parish Council.