

Stanford Rivers Parish Council CCTV Policy

1. Introduction

This policy is to control the management, operation, and use of the CCTV systems owned at controlled by the Parish Council. The current CCTV owned by the Parish Council as follows:

The Toot Hill Village Hall, Toot Hill Road, Toot Hill, Essex

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 CCTV System is registered with the Information Commissioner under the Terms of the Data Protection Act 1998 and the subsequent GDPR which came into force on 25th May 2018. Registration Reference:

Stanford Rivers Parish Council accepts the data protection principles based on the GDPR as follows. Data must be:

- a) fairly and lawfully processed in a transparent manner and in relation to the data subject;
- b) collated for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and where necessary kept up to date;
- e) not kept for longer than is necessary;
- f) processed in accordance with individuals' rights;
- g) secure;
- h) not transferred to a country or territory outside the European Economic Area unless an adequate level of protection for the rights and freedoms of data subjects is ensured.

The Parish Council has also reviewed and considered the Protection of Freedoms Act (POFA) along with the Surveillance Camera Code issued by the Secretary of State.

2. Camera location

Stanford Rivers Parish Council controls and manages the cameras located at the Toot Hill Village Hall. These Cameras cover the entrance road to the hall and the car park area. This policy also covers other areas where temporary CCTV may be erected for a short period of time.

3. Statement of Purpose

The rationale for the provision of CCTV at these locations is for the prevention of crime, to act as a deterrent to crime. These cameras enable the Parish Council to appropriately manage the car park and surrounding areas safely, thus providing a safe and secure environment for the benefit of those who might visit and/or work in the area. The Cameras also act as a deterrent to crime. These systems 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;
- 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 appropriate signage on display in areas being monitored;
- To assist all “emergency services” to carry out their lawful duties.
- To assist the Parish Council with managing unauthorised parking at the Parish Hall

4. Responsibilities of the Owner of the Scheme

Stanford Rivers Parish Council retains overall responsibility for the scheme.

CCTV Code of Practice

1. Management of the System

Day to day operational responsibility rests with the Clerk to the Council, or any officer appointed by the Clerk or Council. Should there be any technical issues, the Clerk will contact the system supplier. Other than the Clerk, the Chairman, or any appointed officer, no other access to the system is permitted unless authorised by the Clerk.

Breaches of this policy will be investigated by the Clerk to the Council and reported to the Parish Council.

A CCTV system prevents crime largely by increasing the opportunity 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. A copy will also be available for reference in the secure recording areas.

2. Control and Operation of the Cameras, Monitors and Systems

The following points must be understood and strictly observed by operators (The Clerk, the Chairman, or those authorised by the Clerk):

- a) Trained operators must act with integrity and not abuse the equipment to compromise the privacy of an individual
- b) No public access will be allowed to the monitors. The Police and/or any victims Insurance company will be permitted access to the recordings if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the Toot Hill Village Hall to review and confirm the Parish Council’s operation of CCTV by arrangement. Any visit by the Police to view images will be logged by the operator.
- c) Operators should regularly check the accuracy of the date/time displayed.
- d) Storage and Retention of Images - Digital records will be securely stored to comply with data protection and will only be handled by the essential minimum number of persons required. The Digital images are automatically erased after a period of **21 days**.
- e) Images will not 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 Chairman of the Parish Council of any such emergency.
- f) 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.

g) Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Numbers - if appropriate, and the Parish Council notified at the next available opportunity.

h) Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Clerk to the Council and the Chairman of the Council and recorded in the log. When a repair has been made, this should also be logged showing the date and time of completion.

j) Subject 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. Guidance and Forms are available by contacting the Clerk to the Council, or can be downloaded from the Parish Council website.

3. Accountability

Copies of this CCTV Policy are available in accordance with the Freedom of Information Act. Any written concerns or complaints regarding the use of the system will be considered by the Parish Council, in line with the existing complaints policy.

Approved by	Council	Date
Last reviewed	Full Parish Council	6 th March 2025
Next review due:		