

# **Bere Ferrers Parish Council**

## **CCTV Policy**

### **Introduction**

Bere Ferrers Parish Council uses closed circuit television (CCTV) images to reduce crime and monitor the areas around the Parish Hall, in order to provide a safe and secure environment for members of the public and staff and to prevent the loss or damage to property. Reduce incidences of crime and anti-social behaviour (including theft and vandalism).

- The system comprises of 11 fixed cameras, which is capable of being monitored 24 hours a day, very day of the year.
- The system does not have sound recording capability.
- The CCTV system is owned and operated by the Council and the deployment is determined by the Parish Clerk, under guidance from the Council.
- The CCTV is monitored by the Parish Clerk and Chair and Vice-Chair of the Council.
- The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998 and the General Data Protection Regulation 2018 (GDPR). The use of CCTV and the associated images is covered by the Data Protection Act 1998 and GDPR. This policy outlines the Council's use of CCTV and how it complies with the Act.
- 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.

### **Statement of Intent**

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.

In areas where CCTV is used, the Council will ensure that there are prominent signs placed within the controlled area.

It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

### **Changes to the Policy**

The CCTV Policy will be annually reviewed at the Finance & General Purposes Committee and part of the review will be to assess whether the location of cameras remains justified in meeting the stated purpose and whether there is a case for removal or relocation.

### **Responsivities and Management of the System**

The Council is responsible for the overall management and operation of the CCTV system, including activities relating to installations, recording, reviewing, monitoring and ensuring compliance with this policy.

The Council is responsible for ensuring that adequate signage is erected in compliance with the ICO CCTV Code of Practice.

The Clerk acts as the Council's Data Protection Officer, plus the Chair and Vice Chair of the Council, and is responsible for authorising the disclosure of images to data subjects and third parties and for maintaining the disclosure log.

### **Location of Cameras and signage**

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 and GDPR.

The Council will make every effort to position cameras so that their coverage is restricted to the Council premises, which will include outdoor areas.

Signs are placed in order to inform members of the public that CCTV is in operation. The signage indicates that monitoring and recording is taking place.

## **Data Protection**

In its administration of its CCTV system, the Council complies with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and in accordance with the Council's Data Protection Policy.

## **Control and Operation of the Cameras, Monitors and Systems**

No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk to the Council or the Chair of the Council. The Police are permitted access to tapes 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 Clerk.

## **Storage and Retention of Images**

Digital records should be securely stored to comply with data protection and should only be handled by the Parish Clerk, Chair and Vice-Chair of the Council. The images from all cameras are permanently recorded and these recordings are kept for 31 days (can only record 11 days) before being deleted. We will provide CCTV images to the police if they are needed for the investigation or prosecution of a crime.

The Council may retain footage of a particular event/suspicious activity that was not reported within the 31 days; in case it may be reported at a later date.

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

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.

All requests should be made in writing to the Clerk. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified (e.g. date, time, location).

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

A fee of £25 will be charged per request.

The Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise any investigation.

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

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).

Requests should be made in writing to the Town Clerk.

## **Complaints**

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

**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 2018

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act 2000, as will any reports that are submitted to the Parish Council providing it does not breach security needs. The Police have been informed of the installation.

<b>Approval and review</b>	This policy was adopted by the Finance & General Purpose Committee of the Bere Ferrers Parish Council, 19 <sup>th</sup> October 2022. Minute No. 251
<b>Next Review date</b>	September 2023.