



Cliffe and Cliffe Woods Parish Council
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Parish Clerks: Mrs Alex Jack and Mrs Laura Farrelly

CCTV POLICY

Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system located on the Village Club building, Church Street, Cliffe and owned by Cliffe and Cliffe Woods Parish Council and covering the Cliffe Recreation Ground, Ball Court, Small Hall Car Park, Allotments, Play Area, all Court and entrance to the Small Hall..

It was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000 and revised 2008). This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and it and the system meets all legislative requirements.

The Parish Council accepts the principles of the 1998 Act based on the Data Protection Principles as follows:

- ✓ data must be fairly and lawfully processed;
- ✓ for limited purposes and 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;
- ✓ secure;

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 Parish Council facilities so that they can enter and leave the area 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 a camera clearly sited that is not hidden and signs on display within the car park and immediate vicinity;
- to assist all 'emergency services' to carry out their lawful duties.

Changes to the Purpose or Policy

A major change that would have a significant impact on either the purpose or the policy of operation of the CCTV scheme will take place only after discussion at Parish Council meeting(s) and resolution at full Parish Council meeting and entered into the Minutes. Notice of meetings are posted monthly on the Parish Council notice boards at least 3 clear days excluding weekend and Bank Holidays prior to such meetings.

Responsibilities of the Owners of the Scheme

Cliffe and Cliffe Woods Parish Council retain overall responsibility for the scheme.

CCTV Code of Practice

Management of the System

Normal operational responsibility of the scheme will be by the joint Clerks to the Council and one nominated Councillor. The Clerks and nominated Councillor must be CRB (DBS Enhanced) checked by the Parish Council.

Aardvark Alarms, who carried out the installation, can access the system for any annual maintenance or essential repairs with the permission of the Clerks or nominated Councillor.

The CCTV system is located in a locked cupboard in the Village Club.

Breaches of this policy will be investigated by the Clerks 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 the policy will therefore be issued for retention. A copy will also be available for reference in the secure recording area and on the Parish Council website.

Control and Operation of the Camera, Monitor and System

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. The position of the camera and monitor have been agreed following consultation with the Police and security consultants in order to comply with the needs of the public.
3. No public access will be allowed to the monitor except for lawful, proper and with sufficient reason, except with approval of the Clerks of the Council or the Chairman of the Parish Council. The Police are permitted access to recording media if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the secure recording area 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 Clerks.
4. Operators should regularly check the accuracy of the date/time displayed.

5. Digital records should be securely stored to comply with data protection and should be handled by the essentially minimum number of persons. Digital images will be erased after a period of 14 days.
6. Images will not be supplied to the media, except on the advice of the Police if it is deemed to be in the public need. The Clerks of the Council would inform the Chairman of the Council of any such emergency.
7. Any records may be required as evidence at Court, such person handling a tape/digital record may be required to make a statement to a Police officer and sign an exhibit label. Any extracted data that is 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/or the outcome of its use.
8. Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including crime no's. if appropriate and the Parish Council notified at the next available opportunity.
9. Any damage to equipment or malfunction discovered by the Clerks or nominated Councillor should be reported immediately to the Parish Council, the appropriate repairs actioned 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.
10. 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 of £10. Forms are available from the Parish Clerk and will be submitted to the Parish Council for consideration and reply, normally within 40 calendar days of receiving the request.

Accountability

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, and will be responded to with 20 working days from receipt of the request.

The Police will be informed of the installation and provided with a copy of this CCTV Policy.

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.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

I have read the above policy and agree to abide by these instructions. I will discuss any concerns with the Clerks to the Council at any time.

Signed Date

Print name

ACCESS REQUEST FORM – CCTV IMAGES

Date of recording:	Time of recording:	Place of recording:	
Applicants name and address: Post Code: Tel no: Email:		Description of applicant and any distinguishing features (e.g. clothing) plus a recent photograph to aid identification, if necessary.	
Signature of applicant:		(or parent/guardian if under 18):	
Received by:	Clerk/Councillor's signature:	Date received:	Time received:
Fee charged: £	Fee paid: £	Request approved by Parish Council: YES/NO	Date applicant informed:

