

TRIMLEY ST MARY PARISH COUNCIL

CCTV POLICY

Introduction

Closed circuit television (CCTV) is installed at Stennetts Playing Field. Cameras are located at various places on the premises and images from the cameras are recorded digitally and then automatically recorded over approximately 21 days. This document details the policy and procedures used to control the management, operation, use and confidentiality of the CCTV system.

Purpose & Objectives

1. The purpose and objectives of the CCTV system are;

To maintain the security of the premises

To deter, detect and prevent crime, vandalism and anti social behaviour

To provide a safe and secure environment for all members of the public

To assist Law Enforcement Agencies to carry out their lawful duties.

2. This use of CCTV falls within the scope of The Data Protection Act 2018 and The General Data Protection Regulation 2018. Trimley St Mary Parish Council complies with the Information Commissioners Office (ICO) CCTV Code of Practice to ensure that it is used responsibly.

Warning signs

CCTV warning signs are clearly and prominently displayed.

Siting the Cameras and Coverage

The planning and design have endeavoured to ensure that the CCTV system gives maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Cameras have been sited carefully so that they only capture images relevant to the purposes for which they are installed (described in purpose above) and care has been taken to ensure that reasonable privacy expectations are not violated. Every effort has been made by Trimley St Mary Parish Council to position cameras so that their coverage is restricted to the grounds of Stennetts Playing field, carpark and play equipment only, and therefore includes public areas.

Storage and Retention of CCTV images

Recorded data is stored automatically for up to 21 days on an SD Card, to which only Trimley St Mary Parish Council have access to. Recorded data will be stored in a way that ensures the security and integrity of the images and allows specific times and

dates to be identified.

Normally, recorded data will not be retained for longer than 21 days. On occasion, images may need to be retained longer where, for example, an incident has been identified or a Subject Access Request has been made or time is required to enable the Law Enforcement Agencies are investigating a crime and ask for images to be preserved to afford them the opportunity to view the information as part of an active crime investigation. All retained images will be stored securely. Camera recordings between first entry and last exit will not normally be viewed unless there is an incident requiring investigation.

Access to CCTV Images and Disclosures

Access to recorded images is restricted to members of the Trimley St Mary Parish Council. Disclosure of information will be controlled and consistent with the purpose (s) for which the CCTV system has been established. Once information is disclosed to a Law Enforcement Agency, they will become data controller for the copy which they hold.

The following guidelines will be adhered to in relation to the disclosure of images;

1. The disclosure of images will be in line with the above Objectives and will be controlled under the supervision of the Data Controller or his/her deputy
2. A log will be maintained itemising the date, time(s), camera, person copying, person receiving and reason for the disclosure.
3. The appropriate disclosure documentation from the law Enforcement Agencies will be filed for reference
4. Images must not be forwarded to the media for entertainment purposes or be placed on the internet/social media
5. Images must not be copied in any way, eg photographed, downloaded or printed for use other than described in the objectives.
6. Images will only be released to the media for identification purposes in liaison with the Law Enforcement Agencies
7. The method of disclosing images should be secure to ensure that they are only seen by the intended recipient; and
8. Images of third parties not relevant to the investigation should be obscured where possible to prevent unnecessary identification

Subject Access Requests

Individuals have the right to request access to CCTV footage relating to themselves

under The General Data Protection Regulation.

All requests for access should be made by e-mail or in writing to the Parish Clerk Clerk@trimleystmary-pc.gov.uk providing sufficient information to enable the footage relating to them to be identified, ie date, time and location. Trimley St Mary Parish Council aim to respond to requests within 4 weeks of receiving the written request.

All requests for access are recorded. If disclosure is denied, the reason is documented, and the individual will be informed within at least 4 weeks of the reason and their right to complain to a statutory authority. Trimley St Mary reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

A fee of £25 may be charged for a Subject Access Request, depending on circumstances.

Complaints

Enquiries or complaints about the operation of Trimley St Mary Parish Council CCTV System should be directed to the Parish Clerk in the first instance clerk@trimleystmary-pc.gov.uk

Review

This policy will be reviewed at least annually by Trimley St Mary Parish Council or when legislation requires this policy to be updated. The CCTV notice appended to this policy forms a checklist for the Parish Council to use and display on the Parish Council website to provide assurances on the proper use of the CCTV to all.

CCTV Notice

The CCTV system installed at Stennetts Playing Field and the images produced by it are controlled by Trimley St Mary Parish Council which is responsible for how the system is used. Day to day operational responsibility lies with Trimley St Mary Parish Council. Camera recordings between the first entry and last exit will not normally be viewed unless there is an incident requiring investigation.

Trimley St Mary Parish Council has considered the need for using CCTV and has decided that it is required for the prevention and detection of crime and for protecting the safety and security of the grounds of Stennetts playing field. It will not be used for other purposes and an annual review of the use of CCTV will be conducted.

Each of the criteria listed below has been checked and confirmed by Trimley St Mary Parish Council.

- + Notification has been submitted to the Information commissioner and the next renewal date is recorded
- + The problem we are trying to address has been clearly defined and installing cameras is the best solution. This decision should be reviewed at least annually.
- + A system has been chosen which produces clear images which the Law Enforcement Agencies can use to investigate crime, and these can easily be taken from the system when required.
- + Cameras have been sited so that they provide clear images
- + Cameras have been positioned to avoid capturing the images of persons not visiting the premises
- + There are visible signs showing that CCTV is in operation
- + Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.
- + The recorded images will only be retained long enough for any incident to come to light (eg for a theft to be noticed) and the incident to be investigated.
- + Except for Law Enforcement Agencies, images will not be provided to third parties.
- + The potential impact on individuals privacy has been identified and considered in the use of the system.

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- +The organisation knows how to respond to individuals making requests for copies of their own images.
- + Regular checks are carried out to ensure that the system is working properly and produces high quality images.