



# Hullbridge Parish Council

**Adopted 11/11/2024**

## **CCTV Policy**

This policy is to control the management, operation, use and confidentiality of the CCTV systems located at:

- The Parish Office 98 Ferry Road SS5 6EX
- Pooles Lane Car Park Ferry Road SS5 6ND

Both sets of cameras are managed by Hullbridge Parish Council.

The policy was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (revised 2015) and the General Data Protection Regulations 2018.

This policy will be subject to an annual review by the Parish Council to ensure that it continues to reflect the public interest and that it meets all legislative requirements.

The CCTV Scheme is registered with the Information Commissioner under the Terms of the Data Protection Act 1998. Registration Reference: Z6496438.

The Parish Council accepts the principles of the new General Data Protection Regulation that comes into effect on 25<sup>th</sup> May 2018 which replaces the Data Protection 1998 Act.

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.
- 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 only be used in accordance with the law. The scheme will be used for the following purposes:

- To reduce the fear of crime by persons visiting or living in the village.
- To prevent, deter and detect crime and disorder.
- To reduce the level of fly tipping at the car park and identify the culprits.
- To prevent, deter and detect crime and anti-social behaviour in the area.
- To assist the police, parish council and other Law Enforcement Agencies with identification, detection, apprehension, and prosecution of offenders by examining and using retrievable evidence relating to crime and public order.
- To act as a deterrent to potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display in areas being monitored.

### CCTV Code of Practice

- Day to day operational responsibility rests with the Clerk to the Parish Council.
- Breaches of this policy will be investigated by the Clerk and reported to the Parish Council.

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

- Operators and processors must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
- 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.
- Law Enforcement Agencies, including the Parish Council contracted security firm, are permitted access to the tapes if they have reason to believe that such access is necessary to investigate, detect or prevent crime. These agencies can visit the Parish Council Office to



review and confirm the Parish Council's operation of CCTV by arrangement. Any visit to view images will be logged by the Clerk.

- Operators should regularly check the accuracy of the date/time displayed.
- Unless on the advice of the police, CCTV images will not be shared on Social Media platforms.
- 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.