

Hullbridge Parish Council

CCTV Policy Introduction

Adopted 9th February 2015
Reviewed: 13th March 2017

This Policy is to control the management, operation, use and confidentiality of the CCTV system at the office of Hullbridge Parish Council, 98 Ferry Road, Hullbridge, Essex SS5 6EX.

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

- 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;
- not transferred to countries with adequate protection;
- subject to guidance on good practice;
- examples of how to implement the standards and good practice.

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 Council facilities which include Parish Office, Meeting room and Pooles Lane car park. Persons be able to enter and leave the buildings and car park 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 cameras clearly sited that are not hidden and signs on display.
- to assist all "emergency services" to carry out their lawful duties.

Responsibilities of the Owners of the Scheme

The Parish Council retains overall responsibility for the scheme.

Management of the System

Day-to-day operational responsibility rests with the Clerk to the Council, who can be consulted by staff out of hours, if and when necessary or in the event of the Clerks absence the General Maintenance Officer.

Breaches of this policy by operators will be investigated by the Clerk 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 this policy will therefore be issued for retention. A copy will also be available for reference in the secure recording area.

Control and Operation of the Cameras, Monitors and Systems

The following points must be understood and strictly observed by operators:

1. Operators (Clerk / GMO only) 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 cameras and monitors must not be moved unless authorised by the Clerk to the Council.
3. No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk of the Council or the Chairman of the Parish Council. The Police are permitted access, if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the Council Office 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 operator.
4. Operators should regularly check the accuracy of the date/time displayed.
5. Recordings should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Digital images will be erased after a period of 1 month.
6. Images will not normally be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. The Clerk of the Council would inform the Chairman of the Council of any such emergency.
7. As records may be required as evidence at Court, each person handling a recording 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. The log should also show when such information is returned to the Parish Council by the police and the outcome of its use.
8. Any event that requires checking of recorded data should be clearly detailed in the log of incidents, including Crime Nos. if appropriate.
9. Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Clerk or contact made with the company responsible for maintenance, 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. Forms are available from the Council Office and will be submitted to the next meeting of the Parish Council for consideration and reply, normally within 40 days.

Accountability

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Parish Council ***providing it does not breach security needs.***

The Police will be informed of the installation and provided with a copy of this CCTV Policy. Any written concerns, complaints or compliments 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 Clerk to the Council at any time.

Signed Print Name

Date/...../.....

(Operators are issued with their own copy of this policy and shall sign to confirm receipt and compliance.)

Signed: -----Chairman of the Council Adopted: -----

Hullbridge Parish Council - CCTV Request Form

**ACCESS REQUEST FORM – CCTV
IMAGES Date of Recording:**

**Place of
Recording:**

Time of Recording:

**Applicants Name and Address
Post Code: Tel.No:**

**Description of Applicant and any
distinguishing features (e.g. clothing)
A recent photograph may be necessary
to aid identification.**

**Signature of Applicant
(or parent/guardian if under 18)**

**Reason for request - to be submitted to the Parish Council.
Continue overleaf if necessary**

Received by:

Clerk's Signature

**Date
Received**

Time Received

Fee Charged / N.A.

Fee Paid:

**Request
Approved
YES/NO**

Date Applicant Informed: