

Elvetham Heath Parish Council
CCTV Policy
Adopted 21 May 2018 Minute Ref:33/18

Introduction

This policy is to control the management, operation, use and confidentiality of any CCTV system installed by Elvetham Heath Parish Council (the Council).

It has been prepared in accordance with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and to safeguard both trust and confidence in its continued use.

It sits alongside the Council's Data Protection Policy & its responsibilities under the GDPR.

Statement of Purpose

The Council uses CCTV to reduce crime and monitor its facilities to provide a safe and secure environment for members of the public and council staff. It is also used to prevent the loss or damage of property.

The need for CCTV and this policy will be reviewed regularly.

Siting of Cameras

- Cameras will be positioned so they only capture images relevant to the purposes for which they are installed. Care will be taken to ensure that reasonable privacy expectations are not violated.
- The Council will make every effort to position cameras so that their coverage is restricted to the Council premises which will include outdoor areas.
- Members of staff will have access to details of where CCTV cameras are situated.
- In areas where CCTV is used, the Council will ensure that signs are in place within the controlled area.

The System

Currently located at the Key Centre:

- It is owned and operated by the Parish Council.
- It comprises of fixed cameras – at installation this is 3 but the system can accommodate up to 8 cameras. Two are situated in the two foyer areas monitoring the access doors, the other is located externally at the rear of the building to monitor the fire exits & patio area.
- There is no sound recording capability.
- It is monitored centrally from the council office in the Key Centre and remotely by the Executive Officer and Key Centre Manager as necessary.
- All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing recorded images and the restrictions relating to access to and disclosure of recorded images.

- Where there may be concerns or issues with the presence of CCTV with children and young adults, an option is available to isolate cameras and to disable recording.

Recording Images

Whilst the cameras are live 24 hours a day, recording of images will be restricted in the interests of privacy and to prevent capturing data that is unnecessary and beyond the scope of this policy. Details of recording schedules are available from Council staff.

Storage and Retention of CCTV Images

- Recorded data will be retained for no longer than necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.
- All retained data will be stored securely.
- Images are retained on the recorder for a maximum of 28 days. The recorder is password protected and stored in a secure environment.
- Any images retained for evidential purposes will be retained for as long as required.

Access to CCTV Images

- Access to recorded images will be restricted to those staff members authorised to view them and will not be made more widely available.
- There will be no disclosure of recorded data to third parties other than authorised personnel such as the Police.
- Records will be kept of any instances of disclosure of recorded data.

Subject Access Requests

- Individuals have the rights to request access to CCTV footage relating to themselves under the Data Protection Act & GDPR.
- All requests must be made in writing to the Executive Officer of the Council.
- The Council will respond to requests within one calendar month of receiving & validating the written request.
- The Council reserves the right to refuse access to CCTV images where this would breach the legal rights of other individuals or undermine an on-going investigation.

Complaints

Any complaints or enquiries about the operation of CCTV by the Council should be directed to the Executive Officer in the first instance.

Further Information

Further information about CCTV and its use is available from the following:

- CCTV Code of Practice – published by the Information Commissioner’s Office
- Data Protection Act 1998
- General Data Protection Regulations 2018

Appendix A – Review Checklist

The CCTV system and images produced by it are controlled by the Executive Officer who is responsible for how the system is used and for notifying the Information Commissioner about the system and its purpose (a legal requirement of the Data Protection Act 1998).

Elvetham Heath Parish Council has considered the need for using CCTV and has decided it is required for the prevention and detection of crime and for protecting the safety of its staff and customers. It will not be used for other purposes. We conduct an annual review of our use of CCTV.

	Checked (date)	Checked By:	Date of next review
Notification has been submitted to the Information Commissioner and the next renewal date is recorded			
There is a named individual who is responsible for the operation of the system.			
CCTV has been chosen as the best solution to the issues raised. This decision should be reviewed regularly			
A system has been chosen which produces clear images which can be used by law enforcement bodies if necessary.			
Cameras have been sited so that they produce clear images			
There are visible signs showing that CCTV is in operation			
Images are securely stored and access is limited to authorised personnel			
Recorded images are only retained long enough for any incident to come to light and for any investigation.			
Images will not be provided to third parties except for law enforcement bodies.			
The organisation has a procedure for handling individuals' requests for copies of their own images			
Regular checks are carried out to ensure the system is working properly.			

Appendix B – Access Request Form

Date of Recording:		Place of Recording:		Time of Recording:	
Applicant's Name & Address:			Description of Applicant and any distinguishing features (clothing etc):		
Post Code:					
Tel No:					
Signature of Applicant: (or parent/guardian if under 18)					
Reason for request:					
For Office use Only					
Received by:		Signature:		Date Received:	
Fee charged:		Fee Paid:		Date Applicant Informed:	
				Request Approved:	
				YES/NO	

Appendix C – Management & Operation

As at 6 October 2017

The System is to be used as follows:

1. There are 3 cameras located as follows:
 - a. Main Foyer – facing the entrance.
 - b. Village Green Entrance Foyer – facing the entrance.
 - c. Village room outside wall – facing fire escape and garden area.There is capability for additional cameras should need arise.
2. Recording times:
 - a. All 3 cameras record from 20.00 – 07.00 hours each night.
 - b. Main foyer records on a movement sensor at all other times.
 - c. Village Green entrance & external cameras do **not** record between 07.00-18.30 hours each weekday.
 - d. Village Green entrance camera records on movement sensor from 18.30-20.00 hours daily.
 - e. All 3 cameras record all day at weekends.
3. The cameras are running (but not necessarily recording) 24 hours a day. There is no need to watch live images so the receiving monitor is switched off.
4. Recorded images will only be viewed if a problem has arisen.
5. Recorded images will not be shared with any third party except the police upon request.
6. Recorded images are only kept on the system for a maximum of 28 days.
7. Only authorised personnel – the 3 parish council staff members – have access to the recorded images and the live feed.
8. The system is password protected and housed in a secure location.
9. Signage alerts people to the presence of CCTV cameras.
10. We will inform regular users of any changes to the policy, operation or siting of cameras.