

# Alresford Parish Council

## Surveillance Camera (CCTV) Policy

### Introduction

Alresford Parish Council uses closed circuit television (CCTV) images to reduce crime and anti-social behaviour, in order to provide a safe and secure environment for members of the public and to prevent the loss of or damage to property. CCTV is vital to the health and safety of the Pavilions users and can help to identify the cause of fire, ensure the safety of employees and of the public using the facility.

The CCTV systems and the images produced are controlled by the Parish Clerk and Proper Officer who is responsible for how the systems are used.

The use of CCTV and the associated images is covered by data protection law and the General Data Protection Regulations (GDPR).

The Parish Council is registered with the Information Commissioner's Office (ICO) and the use of CCTV is covered by this registration.

1. **This policy outlines the Parish Council's use of CCTV and how it complies with data protection legislation.** The Parish Council has considered the need for using CCTV and has decided that it is required for the reasons of crime prevention as stated above. In accordance with ICO guidance, a Data Protection Impact Assessment (DPIA) was created to explain the Council's decision to use CCTV and sets out an assessment of how it will impact people's privacy. (see Appendix).

**The Council will conduct an annual review of its CCTV policy.**

## **2. Siting Of Cameras in areas where CCTV is used:**

The Parish Council will ensure that there are prominent signs placed within the controlled area. It is not possible to guarantee that the system will cover or detect every single incident taking place within the areas of coverage. Cameras will be sited so they only capture images relevant to the purposes for which they are installed, and care will be taken to ensure that reasonable privacy expectations are not violated. The Parish Council will ensure that the location of equipment is carefully considered to ensure that images captured comply with the data protection legislation.

## **3. Storage and Retention of CCTV images:**

Recorded data will be retained for no longer than is 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 data will be held on a secure hard drive not connected to any outside source, for up to 14 days, for the current 12 camera set-up, before being over written, unless required by law enforcement for prosecution, in which case the appropriate footage will be locked.

The CCTV storage device is held at the Parish Council offices, in a ground-floor room, usually locked and accessible to authorised staff and elected representatives.

## **4. Access to CCTV images**

Access to recorded images will be restricted to those staff authorised to view them and will not be made more widely

available. Images will not be monitored. Data will only be accessed in relation to a Subject Access Request or in response to a reported crime investigation. Should data need to be transferred, this will be done via secure email (for small files) or password protected USB drive (for larger files).

Review of CCTV Footage will only be performed by two authorised people and recorded in a CCTV viewing Log book.

One of the people reviewing footage must always be an officer of the council (Clerk or Assistant Clerk), or a Councillor.

## **5. Subject Access Requests (SAR)**

Individuals have the right to request access to CCTV footage relating to themselves under data protection legislation. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time, and location (see Appendix). The Parish Council will respond to SAR's in accordance with its Data Protection Policy. In line with ICO guidance, a reasonable fee (up to £25) may be charged for administrative costs, if a request is found to be manifestly unfounded or excessive, or if an individual requests further copies of their data.

The Parish Council reserves the right to:

- refuse access to CCTV footage or
- refuse a request to delete CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

## **6. Access and Disclosure of Images to Third Party Organisations**

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the Parish Council where these would reasonably need access to the data (e.g. investigators). Requests by Third Party Organisation should be made in writing to the Parish Clerk.

## 7. **Complaints**

Complaints and enquiries about the operation of CCTV within the Parish Council should be directed in writing to the Clerk in the first instance.

**Clerk and Proper Officer:** M Cooke, Alresford Parish Council, The Pavilion, Ford Lane, Alresford, Essex, CO7 8AT.

**E-mail:** [alresfordpc@outlook.com](mailto:alresfordpc@outlook.com)

Or through the Information Commissioner's Office - helpline 0303 123 1113 or website: <https://ico.org.uk/make-a-complaint/>

CCTV Policy **Approved** At a full meeting Alresford Parish Council Adopting this policy on: 05.04. 2023

**Review Date:** April 2024 and Annually thereafter

## Appendix 1: Details of the Current System

<b>Location</b>	<b>Equipment Details</b>	<b>Recording capability</b>	<b>Data storage</b>
Car Park	2 Cameras	Still Images & Video	15 days before overwriting.
Playing Field	3 cameras	Still Images & Video	15 days before overwriting.
Pavilion Building Exterior	4 Cameras	Still Images & Video	15 days before overwriting.
Pavilion Building Interior	2 Cameras	Still Images & Video	15 days before overwriting.
Locked Storage Compound	1 Camera	Still Images & Video	15 days before overwriting.