

# **CCTV POLICY**

## **Cringleford Parish Council**

### **Introduction**

Under the *Protection of Freedoms Act 2012* the processing of personal data captured by CCTV systems (including images identifying individuals) is governed by the *Data Protection Act 1998*. On 25 May 2018 the *General Data Protection Regulation (GDPR)* came into force across the EU and replaced all data protection legislation in EU member states (including the UK's Data Protection Act 1998).

This policy details how Cringleford Parish Council (CPC) will operate the two CCTV systems owned by it and located at the Pavilion on Oakfields Road and The Willow Centre on Willowcroft Way and will comply with current legislation. It is prepared after taking due account of the *Code of Practice for Surveillance Cameras and Personal Information* published by the Information Commissioner.

The Policy should also be read in conjunction with CPCs Privacy Notice and Records Retention Policy.

### **Statement of Purpose**

The purpose(s) of the CCTV systems owned by the CPC are:

- to monitor the security of the buildings, carparks and Parish Council equipment and assets within and in the surrounds of The Pavilion and The Willow Centre
- to assist Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders of crime and anti-social behaviour within the buildings, in their immediate vicinity and in the wider area;
- to provide a safe and secure environment for users, visitors and staff and to help prevent loss or damage to the buildings and assets of the Parish Council;
- to reduce the fear of crime and anti-social behaviour of persons using and working in the buildings so they can enter and leave the buildings and use the facilities provided by The Pavilion and The Willow Centre and the Parish Council without fear of intimidation by individuals or groups;
- to deter potential offenders by publicly displaying the existence of CCTV and signs of its operation around buildings.

### **Lawful basis for processing**

The Parish Council is a public authority and has certain powers and obligations. Most personal information collected by it is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers.

A parish council may for the detection or prevention of crime in its facilities install and maintain any equipment, establish and maintain any scheme, or assist others to install and maintain any equipment or to establish and maintain any scheme.

Any personal information collected and used in connection with the CCTV system will be processed to provide for the general public's benefit a safe and secure environment, free from crime and anti-social behaviour, and damage to buildings and assets provided for community use and enjoyment.

### **Location**

CPC has two different CCTV systems, one placed in The Willow Centre and one placed on the outside of the Pavilion. Both have several cameras and are controlled from inside the building where they are located.

The systems do not have sound recording capability.

### **Signage**

In areas where the CCTV is installed the CPC has placed prominent signs, advising visitors, staff and councillors that CCTV is in use.

### **Management of the system**

CPC has responsibility for the control of images and decisions on how the CCTV system is used.

Day-to-day operational responsibility rests with the Clerk to the Council and other member of staff who the Council has nominated as operators (currently the Assistant Clerk and the Grounds Supervisor) .

Access to recorded images is restricted to the Operators.

The Operators are aware of the procedures that need to be followed when accessing recorded images and are trained in their responsibilities under the CCTV Code of Practice.

All access to the medium on which the images are recorded is documented.

All Councillors are aware of the restrictions in relation to access to, and disclosure of, recorded images.

The Parish Council has notified the Information Commissioner's Office of both the name of the Parish Council, as data controller, and the purpose for which the images are used.

### **Image storage, viewing and retention**

Agreed: September 2019

Review Date: September 2020

Recorded images will be stored in a way that ensures the security and integrity of the image and allows specific times and dates to be identified.

Access to recorded images is restricted to the Operators and can only be viewed in a restricted area approved by the Parish Council.

Images are auto-recorded over after four weeks which will normally provide adequate time for any incidents of a criminal or anti-social nature to have come to light and to have been reported to Law Enforcement Agencies (usually the police). On occasion, however, personal information may need to be retained longer where, for example, an incident has been identified and an access request has been made, or time is required to enable the police to collect relevant images, or the police 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. On these occasions the requested images will be recorded onto a USB drive, kept securely by the Parish Clerk. Images retained for evidential purposes will be retained in a locked area accessible by the Operators only. The Clerk will ensure that the reason for retention is recorded, where the images are kept, any use made and when they are finally destroyed.

### **Disclosure of images**

Judgements regarding disclosure to third parties (such as system maintenance providers) can only be authorised by the Parish Council, as data controller, with the right to refuse any request for information unless there is an overriding legal obligation, such as a court order or information access rights.

Disclosure of information will be controlled and consistent with the purpose(s) for which the system is established. It is intended that CCTV images produced on the system will be used by Law Enforcement Agencies alone for their purposes of detecting, investigating and preventing criminal or anti - social behaviour. Once information is disclosed to the police or any other law enforcement body, they will become data controller for the copy they hold.

All requests for disclosure are recorded. If disclosure is denied, the reason is documented.

### **Staff and CCTV Monitoring**

CPC recognises that all staff have rights and the purpose of the CCTV is not to monitor staff. CCTV is not actively monitored to check on staff and all staff are aware that CCTV is present. However in line with [www.gov.uk/data-protection-your-business/monitoring-staff-at-work](http://www.gov.uk/data-protection-your-business/monitoring-staff-at-work), staff can be monitored without their knowledge if CPC suspects that a member of staff is breaking the law or if letting them know that they were being monitored would make it harder to detect the crime. This monitoring may only be carried out as part of a specific investigation and would cease once the investigation was over.

### **Individuals' access requests**

Individuals whose images are recorded have a right to be provided with a copy of the images caught by the request that constitute their personal data, unless they agree otherwise, such as by viewing the footage. Requests for access should be made by email or in writing to the Clerk.

Agreed: September 2019

Review Date: September 2020

If a request is received the Clerk will comply with it within one month of receiving the request. No fee will be charged unless the request is manifestly unfounded or excessive.

Those requesting access must provide enough detail to allow the Operators to identify that they are the subject of images, and for the Operators to locate the images on the system, for example: date, time and location.

All requests for access are recorded. If disclosure is denied, the reason is documented and the individual will be informed within at least one month of the reason and their right to complain to a statutory authority.

### **Other Individuals' Rights**

***Unless subject to an exemption***, the law gives individuals additional rights to control what personal information the Parish Council uses and how.

#### ***Change of inaccurate information***

If something written on a file that is out of date, incomplete or incorrect, the Parish Council will update it.

#### ***Right to erasure***

An individual can ask for their personal information to be deleted where: retention is no longer necessary; it was unlawfully processed; they withdraw their consent; or object to the processing, or they need to comply with a legal obligation.

#### ***Right to restrict use of personal information***

Where there is a dispute in relation to the accuracy or processing of personal information, or it is needed regarding a legal claim, the individual has the right to request a restriction is placed on further processing.

#### ***Right to object***

Individuals have the right to object to the processing of their personal information.

#### ***Right to complain***

Individuals have the right to lodge a complaint with the Information Commissioner

The Parish Council will consider any request made to the Clerk.

### **Enquires about the operation of the CCTV**

Requests can be made to a public authority for information under the Freedom of Information Act 2000 relating to surveillance systems, such as the operation of the CCTV system, its siting or the cost of using and maintaining it. If such a request is received by the Parish Council it will consider whether disclosure is appropriate and/or whether an exemption under the Act applies.

Requests under the Freedom of Information Act must be in writing and will receive a written response within 20 working days from the Clerk.

### **Monitoring, compliance, evaluation and review**

Agreed: September 2019

Review Date: September 2020

To exercise any rights, to raise any queries or complaints, please in the first instance contact the Clerk to the Parish Council at [clerk@cringlefordpc.org.uk](mailto:clerk@cringlefordpc.org.uk).

For independent advice, data protection compliance concerns or to lodge a formal complaint, contact the Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/global/contact-us/email> or Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

The Parish Council will review this policy annually to ensure the use of the CCTV continues to be relevant and appropriate in accordance with its stated purpose, location, images recorded, storage length and deletion.

If the Parish Council decides to change the way in which it uses the CCTV, it will provide members of the public with information of the new purpose(s) prior to commencing the processing and setting out the relevant purposes and processing conditions and will inform the Information Commissioner within 28 days.