



CCTV POLICY

Policy Summary:

This Policy is intended to specifically guide and control the management, operation, use and confidentiality of the CCTV system installed in the village by the Parish Council.

The 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 Data Protection Principles of the 1998 Act as follows: • Data must be fairly and lawfully processed,

- Processed for limited purposes and not in any way incompatible with those purposes,
- Adequate, relevant, and not excessive,
- Accurate and secure,
- Not kept for longer than is necessary,
- Processed in accordance with individual's rights,
- Subject to guidance on good practice,
- Not transferred to countries without adequate protection,

Statement of Purpose

The underlying purpose of the CCTV system installed in the village by the Parish Council is 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.

More specifically, the scheme will be used for the following purposes:

- To reduce the fear of crime of people living or visiting Highley and to ensure that people are able to enter and leave the area without fear of intimidation by individuals or groups.
- To reduce the potential for vandalism of property and to prevent, deter or detect crime and disorder,

- To assist the police, parish council or law enforcement agency with the identification, detection, apprehension, and prosecution of offenders by examining and using retrievable evidence relating to crime, public order, or contravention of byelaws,
- To deter potential offenders by publicly displaying the existence of CCTV having cameras clearly sited that are not hidden,
- To assist all emergency services to carry out their duties and responsibilities,

Responsibilities of the Owners of the Scheme

The Parish Council retains overall responsibility for the scheme.

Management of the System

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender.

This policy must be read and understood by all persons involved in the operation and management of the scheme.

Day-to-day operational responsibility for the system rests with the Clerk to the Council, who will be the first point of contact about the system or, in the event of the Clerks absence, the Chairman or Vice-Chairman of the Council.

Breaches of this policy by operators will be investigated by the Clerk to the Council and reported to the Parish Council.

Control and Operation of the System

The following points must be understood and strictly observed by anyone operating or accessing the system: -

1. Operators must act with due probity and not abuse the equipment or change any pre-set criteria to compromise the privacy of an individual.
2. The position of cameras, monitors and recorders must not be moved unless authorised in writing by the Clerk to the Council.
3. No public access will be allowed to the system except for lawful, proper, and sufficient reason, with prior approval of the Clerk of the Council or the Chairman / Vice-Chairman of the Parish Council in consultation with the Police.
4. The Police are permitted access to the system if they have reason to believe that such access is necessary to investigate, detect or prevent crime.
5. Recordings will be securely stored to comply with data protection and should only be handled by the essential 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 circumstances.

7. As records may be required as evidence in 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 show 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 access log, including Crime numbers if appropriate.

9. Any damage to equipment or malfunction discovered by an operator should be recorded by the Clerk as soon as possible and contact made with the company responsible for maintenance. Such contact shall be logged together with a corresponding log when a repair has been made.

The Police will be 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.