

LONGFORD PARISH COUNCIL

CCTV Policy

Adopted by the Council 5th September 2023

1. Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV systems at Longford playing field. The CCTV was installed by Longford Parish Council in co-operation with the Friends of Longford Village Hall. The password-protected CCTV controls are located inside a room at Longford Village Hall (the building is owned and managed by the Friends of Longford Village Hall).

This Policy was prepared after taking due account of the Code of Practice published by the Information Commissioner's Office (revised 2015), and the 2013 Surveillance Camera Code of Practice guidelines following the introduction of the Protection of Freedoms Act 2012. 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.

Longford Parish Council accepts the data protection principles based on the:

- a. General Data Protection Regulations 2018, that the personal data we hold about you must be:
 - Used lawfully, fairly and in a transparent way.
 - Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
 - Relevant to the purposes we have told you about and limited only to those purposes.
 - Accurate and kept up to date.
 - Kept only as long as necessary for the purposes we have told you about.
 - Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.
- b. the guidelines in the 2013 Surveillance Camera Code of Practice:
 1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
 2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified (**appendix A annual review**).
 3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints (**appendix B signage**).
 4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
 5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
 6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
 7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what

purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes **(appendix C access log)**.

8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use **(appendix D access request)**.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

2. 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 and Village Hall facilities so that they can enter and leave the playing field and village hall area without fear of intimidation by individuals or groups;
- to reduce the vandalism of the property and to prevent, deter and detect crime and disorder;
- to assist the Parish Council, Longford Village Hall, the police 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 on the playing field and around the Village Hall;
- to assist all emergency services to carry out lawful duties.

3. Changes to the Purpose or Policy

A major change that would have a significant impact on either the purpose or the policy of operation of the CCTV scheme will take place only after discussion at Full Council Meeting. All agendas are posted on the Parish Council website and on the notice boards at least three clear days excluding Sundays before the Council meeting.

4. Responsibilities of the Owners of the Scheme

Longford Parish Council, in co-operation with Longford Village Hall, retains overall responsibility for the scheme.

CCTV CODE OF PRACTICE

Management of the System

Day-to-day operational responsibility rests with the Parish Clerk.

Redhand will carry out the annual maintenance check and can access the system to carry out maintenance and essential repairs with the permission of the Clerk or Village Hall trustees.

The password-protected CCTV system is located in a downstairs cupboard within the Village Hall.

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.

Control and Operation of the Cameras, Monitors and Systems

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

1. Trained operators 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 has been agreed following consultation with the Parish Council.
3. No public access will be allowed to the monitor except for lawful, proper and with sufficient reason, except with the approval of the Parish Clerk. The Police are permitted access to recording media if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the Village Hall to review and confirm the 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. Digital records should 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 30 days.
6. Images will not be supplied to the media or published in any form, except on the advice of the Police if it is deemed to be in the public interest. The Parish Clerk would inform the Parish Council and LVH of any such emergency.
7. As recordings may be required as evidence at Court, each person handling a digital record may be required to make a statement to a Police Officer and sign an exhibit label. Any extracted data that is 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 / LVH by the Police and/or the outcome of its use.
8. Any event that requires checking of recorded data should be clearly detailed in the log book of incidents (see Appendix D), including Crime Numbers if appropriate and the Parish Council / LVH notified at the next available opportunity.
9. Any damage to equipment or malfunction discovered by the Parish Clerk or LVH Trustees should be reported immediately to the person 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 Parish Clerk and will be submitted to 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.

Longford 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 the public. It will not be used for other purposes.

The Parish Council will conduct an annual review of its use of CCTV (see Appendix A).

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

APPENDIX A – CCTV SYSTEM ANNUAL REVIEW

This CCTV system and images produced by it are controlled by Longford Parish Council who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose. Longford 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 the public. It will not be used for other purposes. The Parish Council conducts an annual review of the use of CCTV in Longford.

	Checked (Date)	By	Date of next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.			
There is a named individual who is responsible for the operation of the system.			
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.			
Cameras have been sited so that they provide clear images.			
Cameras have been positioned to avoid capturing the images of persons not visiting specific premises or locations.			
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s).			
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.			
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.			
Except for law enforcement bodies, images will not be provided to third parties.			
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made.			
Regular checks are carried out to ensure that the system is working properly and produces high quality images.			



**For public safety and security
24 hour
CCTV
surveillance is in operation**

For information contact:

Longford Parish Council

07759 118922



www.redhand.co.uk 01242 675516

LONGFORD PARISH COUNCIL

APPENDIX C – CCTV ACCESS LOG

Offence	Date/Time/Place Committed	Address/Description	Name/Address of Witness	Action taken (including Crime Ref. No.)	By	Date/Time	CCTV Checked By/Result/Action

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APPENDIX D – ACCESS REQUEST FORM FOR CCTV IMAGES

Date of Recording:	Place of Recording:	Time of Recording:	
Applicants Name and Address		Description of Applicant and any distinguishing features (e.g. clothing)	
Post Code:	Tel.No:	A recent photograph may be necessary to aid identification.	
Signature of Applicant <i>(or parent/guardian if under 18)</i>			
Reason for request - to be submitted to Longford Parish Council.			
<p><i>£10 cheque payable to Longford Parish Council. A printed A4 CCTV image will be provided within 40 days if application is approved by the Parish Council.</i></p> <p style="text-align: right;">Continue overleaf if necessary</p>			
Received by:	Clerk’s Signature:	Date Received:	Time Received:
Fee Charged / N.A.	Fee Paid:	Request Approved: YES/NO	Date Applicant Informed: