



CCTV Policy and Code of Practice

Version Control

Review Date	Version no	Amendment
20/07/2017	1	Policy adopted
June 2021	1	No amendments made
June 2024	2	Purpose amended to include protection of property

1. Introduction

1.1 This Policy is to control the management, operation, use and confidentiality of the CCTV system at Weston Turville Village Hall. It was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000). 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.

Weston Turville Parish Council accepts the principles of the 1998 Act based on the Data Protection Principles as follows:

- data must be fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with those purposes;
- adequate, relevant and not excessive'
- accurate;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights;
- secure;
- not transferred to countries without adequate protection;
- subject to guidance on good practice;
- examples of how to implement the standards and good practice.

2. Purpose of the CCTV system

2.1 The principal purposes of the CCTV system are to deter and detect criminal activity and protect property.

2.2 The Parish Council's CCTV surveillance system has been installed and is monitored in line with the following objectives:

- To assist in the prevention and detection of crime
- To facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order
- To aid public safety
- To assist in protecting property

- 2.3 It is recognised that ancillary benefits of operating CCTV for this purpose may include reduction of the fear of crime generally and the provision of a safer public environment for the benefit of those who work within and visit these grounds.
- 2.4 The images from the CCTV system can be monitored in the Village Hall by the Chairman, Vice Chairman or Parish Clerk.
- 2.5 Due to public concern surrounding a surveillance society, the use of CCTV surveillance must be consistent with respect for individuals' privacy.

3. Changes to the Purpose or Policy

A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion and resolution at a full Council meeting. All agendas are posted on the Parish Council notice board at least 3 clear days before Council meetings.

4. Responsibilities of the Owners of the Scheme

The Parish Council retains overall responsibility for the scheme.

5. Management of the CCTV System

- 5.1 Day-to-day operational responsibility rests with the Clerk to the Council.
- 5.2 Breaches of this policy by operators will be investigated by the Clerk to the Council and reported to the full Council.
- 5.3 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. A copy will also be available for reference in the secure recording area.
- 5.4 The system is operational and images are capable of being monitored for twenty-four hours a day throughout the whole year.
- 5.5 The public are made aware of the presence of the system by appropriate signage.

6. Control and Operation of the CCTV Surveillance System

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

- 6.1 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.
- 6.2 The position of cameras and monitors have been agreed following consultation with the police in order to comply with the needs of the public.
- 6.3 No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk, Chairman of the Council or the Chairman of the Village Hall Management Committee.
- 6.4 The Police are permitted access to tapes and prints 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 Parish Council's operation of CCTV arrangements. The operator will log any visit by any person, including the Police, to view images.

- 6.5 Operators should regularly check the accuracy of the date/time displayed.
- 6.6 Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons.
- 6.7 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 emergency.
- 6.8 As records may be required as evidence at Court, each person handling a tape/digital record 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 showing 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.
- 6.9 Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Nos. if available, and the Council Office notified at the next available opportunity.
- 6.10 Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Clerk or Chairman of the Council. When a repair has been made this should also be logged showing the date and time of completion.
- 6.11 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 of £10. Forms are available from the Council Office and will be submitted to the next meeting of the Council for consideration and reply, normally within 40 days.

8. Accountability

- 8.1 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*.
- 8.2 The Police will be informed of the installation and provided with a copy of this CCTV Policy.
- 8.3 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.

Weston Turville Parish Council - Access Request Form - CCTV Images

Date and Time of recording			
Applicants Name and Address:		Description of Applicant and any distinguishing features (e.g. clothing)	
Post Code:			
Tel.No:			
Signature of Applicant:		A recent photograph may be necessary to aid identification.	
(or parent/guardian if under 18)			
Reason for request - to be submitted to the Parish Council.			
Continue overleaf if necessary			
Received by:	Clerk's Signature:	Date Received:	Time Received:
Fee Charged / N.A.	Fee Paid: (£10.00 max)	Approved? YES / NO	Date Applicant Informed:
Actioned by	Image identified?	In the presence of	