

Kings Worthy Parish Council

Closed Circuit Television (CCTV) Policy

1. Introduction

- 1.1 Kings Worthy Parish Council uses closed circuit television (CCTV) images to provide a safe and secure environment for customers, staff and visitors, and to protect Kings Worthy Parish Council property.
- 1.2 This document sets out the accepted use and management of the CCTV equipment and images to ensure Kings Worthy Parish Council complies with the Data Protection Act 2018, Human Rights Act 1998 and other legislation.
- 1.3 Kings Worthy Parish Council has produced this policy in line with the Information Commissioner's CCTV Code of Practice.

2. Purpose of CCTV

- 2.1 Kings Worthy Parish Council has installed CCTV systems to:
 - a) Deter crime
 - b) Assist in prevention and detection of crime
 - c) Enhance public safety
 - d) Assist with the identification, apprehension and prosecution of offenders
 - e) Assist with the identification of actions that might result in disciplinary proceedings against staff and customers
 - f) Monitor security of council facilities

3. Cameras Policy

- 3.1 Kings Worthy Parish Council will make every effort to position cameras so that they only cover Kings Worthy Parish Council facilities
- 3.2 No cameras will focus on residential accommodation.
- 3.3 Kings Worthy Parish Council will clearly display signs so that staff, customers and visitors are aware they are entering an area covered by CCTV.
- 3.4 If, for any reason, any neighbouring domestic areas that border Kings Worthy Parish Council facilities are included in the camera view, the recording for those areas will be disabled.

4. Images

- 4.1 Images produced by the equipment must be as clear as possible so that they are effective for the purpose(s) for which they are intended.
- 4.2 Recording media no longer in use will be securely destroyed.

5. Retention Policy

- 5.1 Images and recording logs will be held in accordance with Data Protection Act.
- 5.2 Images stored on removable media such as DVDs will be erased or destroyed once the purpose of the recording is no longer relevant.
- 5.3 Where the location of the camera and time/date are recorded, these should be accurate.
- 5.4 Cameras should be properly maintained and serviced and maintenance logs kept.
- 5.5 Protect cameras from vandalism so that they are kept in working order.

6. Access to and disclosure of images to third parties

- 6.1 Access to, and disclosure of, images recorded on CCTV will be restricted and carefully controlled. This will ensure that the rights of individuals are retained, and also ensure that the images can be used as evidence if required.
- 6.2 Images can only be disclosed in accordance with the purposes for legitimate access to images
- 6.3 Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.
 - 6.3.1 Images retained for evidence should be securely stored.
 - 6.3.2 Any request to view CCTV images will only be carried out when the 'Kings Worthy Parish Council Police and Public – CCTV Review Form' has been completed and reviewed to ensure it is compliant with the provisions of the Data Protection Act.

7. Disclosure of images

- 7.1 Disclosures to third parties will only be made in accordance with the purpose(s) for which the system is used and will be limited to:
 - 7.1.1 Police and other law enforcement agencies, where the images recorded could assist in a specific criminal enquiry and/or the prevention of terrorism and disorder*
 - 7.1.2 prosecution agencies
 - 7.1.3 relevant legal representatives
 - 7.1.4 people whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings) in exceptional cases, to others to assist in identification of a victim, witness or perpetrator in relation to a criminal incident
- 7.2 The Clerk/ Assistant Clerk /Chairman, or his/her designated agent, is the only person who can authorise disclosure of information to the police or other law enforcement agencies.
- 7.3 All requests for disclosure should be documented. If disclosure is denied, the reason should also be recorded.

8. Individuals' access rights

- 8.1 The Data Protection Act 2018 gives individuals the right to access personal information about themselves, including CCTV images.
- 8.2 All requests for access to images by individuals (when they are asking for access to images of themselves) should be made in writing to the Clerk using the 'Police and Public – CCTV Footage Request Form'.

- 8.3 Under the Freedom of Information Act 2000, a copy of this policy will be provided to anyone making a written request for it.
- 8.3.1 The Parish Council will respond promptly and at the latest within one calendar month of receiving sufficient information to identify the images requested.
- 8.3.2 If the Parish Council cannot comply with the request, the reasons must be documented. The requester will be advised of these in writing, where possible.

9. Responsibility for CCTV systems

- 9.1 For systems operated by Kings Worthy Parish Council the overall responsibility lies with the Clerk.

10. Staff Training

- 10.1 The Clerk will ensure that staff handling CCTV images or recordings are capable of the correct operation and administration of the Closed-Circuit Television (CCTV).

11. Complaints

- 11.1 Complaints and enquiries about the operation of Kings Worthy Parish Council CCTV systems should be addressed to the Clerk.
- 11.2 Enquiries relating to the Data Protection Act should be addressed to the Clerk.
- 11.3 If a complainant or enquirer is not satisfied with the response received, they should write to the Chair of Kings Worthy Parish Council.

12. Monitoring Compliance

- 12.1 The Clerk will ensure that this policy is reviewed to incorporate any updated legislation, on an annual basis.