Kingskerswell Parish Council

CCTV Policy

Date: 16.09.2019
Version: July 2024

Introduction

1. This policy is to control the management, operation, use and confidentiality of the CCTV system located at the Pavilion, Kingskerswell Playing Field, Kingskerswell. The site is owned and managed by Kingskerswell Parish Council (KKPC).

2. The policy was prepared after taking due account of all relevant legislation and best practice as defined by the Local Government Association (LGA). This policy will be subject to periodic review by the KKPC. This will ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

3. KKPC accepts the eight data protection principles based on the Data Protection Act 1998 as follows. Data must be:

a. fairly and lawfully processed;

b. processed for limited purposes and not in any manner incompatible with those purposes;

c. adequate, relevant and not excessive;

d. accurate;

e. not kept for longer than is necessary;

f. processed in accordance with individuals' rights;

g. secure;

h. not transferred to any country or territory unless an adequate level of protection for the rights and freedoms of data subjects is ensured.

Principles of Use

4. The Kingskerswell Parish Council CCTV is in place to provide a safe and secure environment for the benefit of those who might visit, work, use or live in the area of the Kingskerswell Playing Fields and Pavilion. The operation of this CCTV system will always be conducted using three underlying legislative principles listed below; which will ensure that the system will be used:

a. Legally – in that the system will only be used within the bounds of all relevant legislation;

b. Proportionately – in that the system will only be used overtly to monitor the Pavilion and Grounds which are KKPC property and will not be used to invade the privacy of any individual;

c. Necessarily - in that it will only be used for the role it has been installed, and is necessary to maintain the security and public safety of the site.

Statement of Purpose

5. Therefore the KKPC CCTV will be used to:

a. Provide an overt deterrent through the use of cameras and signage to prevent, protect, deter and detect any vandalism, anti-social behaviour, crime and disorder;

b. Assist the Police and the KKPC with identification, detection, apprehension and prosecution of offenders by examining and using retrievable CCTV footage relating to crime, public order or contravention of bye-laws; and

c. Assist any other agencies or emergency services in the conduct of their lawful duties.

Changes to the Purpose or Policy

6. This CCTV Policy may be discussed at KKPC meetings or related committees, however, any major change that would have a significant impact on either the purpose or of operation of the CCTV scheme will take place only after discussion and resolution at a full KKPC meeting.

Management and Ownership of the CCTV Scheme

7. KKPC retains overall responsibility and ownership for the CCTV and its lawful operation, with day-to-day operational responsibility resting with the Clerk to the KKPC. Breaches of this policy will be investigated by the Clerk to the Council and reported to the full KKPC.

8. 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 by the Police. This CCTV scheme stores footage in line with the normal practices for the product manufactured by Swann Communications Ltd and is accessible and usable by Law Enforcement.

Control and Operation of the Cameras, Monitors and Systems

9. The following points must be understood and strictly observed:

a. The equipment must not be changed from the pre-set criteria with the position of cameras and monitors having been agreed to minimise collateral intrusion on privacy; and should only be altered after consultation with the full KKPC;

b. No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk to the Council or the Chairman of the Parish Council;

c. The Police will be permitted access to online footage if they have reason to believe that such access is necessary to investigate, detect or prevent crime;

d. The Police are able to visit the Pavilion to review and confirm the Parish Council's operation of CCTV by arrangement. Any visit by the Police to view images will be logged by the Parish Clerk; and

e. The Parish Clerk should regularly check the accuracy of the date/time displayed.

Storage and Retention of Images

10. Digital records are securely stored to comply with data protection and will only be handled or viewed by the minimum number of persons. Digital images will be overwritten and permanently erased after a period of between 25 and 31 days, dependent on disk storage space. Also:

a. Images will not be supplied to the media, except on the advice of the police, if it is deemed to be in the public interest. The Clerk to the Council would inform the Chairman of the Parish Council of any such request or need;

b. 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;

c. Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Numbers; and

d. Any damage to equipment or malfunction discovered should be reported immediately to the Clerk to the Council and the Chairman of the Council and recorded in the log. When a repair has been made, this should also be logged showing the date and time of completion.

Subject Access Requests and Accountability

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. Forms are available from the ICO website and will be submitted to the next meeting of the Parish Council for consideration and reply, normally within one calendar month. There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

12. Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, via the KKPC website. Any written concerns or complaints regarding the use of the system will be considered by the KKPC, in line with the existing complaints policy.

Policy Status

13. This policy was adopted and published by KKPC at a meeting of the council on 30/09/2019. This policy was amended at a meeting of the council on 29th July 2024. Date of last review January 2026.