

## DRAFT CCTV POLICY IPC

### INTRODUCTION

The purpose of this policy is to regulate the management and operation of the (CCTV) System at The Ivers Parish Council. It also serves as a notice and a guide to data subjects (including staff, volunteers, visitors to The Ivers Parish Council premises and members of the public) regarding their rights in relation to personal data recorded via the CCTV system (the System).

The System is administered and managed by The Ivers Parish Council, who act as the Data Controller. All fixed cameras are in plain sight on The Ivers Parish Council premises and the Parish Council does not routinely use CCTV for covert monitoring or monitoring of private property outside the Parish Council premises.

The Ivers Parish Council's purposes of using the CCTV system are set out below and, having fully considered the privacy rights of individuals, the Parish Council believes these purposes are all in its legitimate interests. Data captured for the purposes below will not be used for any commercial purpose.

### OBJECTIVES

The objectives of using CCTV as follows:

- To protect staff, volunteers, visitors and members of the public with the regard to their personal safety.
- To protect the Parish Council buildings and equipment, and the personal property of staff, volunteers, visitors and members of the public.
- To support the police and community in preventing and detecting crime and assist in the identification and apprehension of offenders.
- To monitor the security and integrity of The Ivers Parish Council premises and deliveries and arrivals.
- To monitor staff and contractors when carrying out work duties.

### PROCEDURES

#### 1. Positioning

- 1.1 Locations have been selected, both inside and out, that the Parish Council reasonably believes require monitoring to address the stated objectives.
- 1.2 Adequate signage has been placed in prominent positions to inform staff and members of the public that they are entering a monitored area, identifying the Ivers Parish Council

- as the Data Controller and giving contact details for further information regarding the system.
- 1.3 No images will be captured from areas in which individuals would have a heightened expectation of privacy, including changing and washroom facilities.
  - 1.4 No images of public spaces will be captured except to a limited extent at site entrances and Parish Council equipment and property.
2. Maintenance
    - 2.1 The CCTV System will be operational 24 hours a day, every day of the year.
    - 2.2 The System Manager (defined below) will check and confirm that the System is properly recording and that cameras are functioning correctly, on a regular basis.
    - 2.3 The System will be checked and (to the extent necessary) serviced no less than annually.
  3. Supervision of the System
    - 3.1 Staff and members authorised by the Parish Council to conduct supervision of the System may include the Clerk and Deputy Clerk and two Council Members.
    - 3.2 Images will be viewed and/or monitored in a suitably secure and private area to minimise the likelihood of or opportunity for access to unauthorised persons.
  4. Storage of Data
    - 4.1 The day-to-day management of images will be the responsibility of the Clerk of the Parish Council and a designated member of the Parish Council administration team who will act as the System Manager, or such suitable person as the System Manager shall appoint in their absence.
    - 4.2 Images will be stored for at least 14 days and no longer than 30 days and will be automatically over-written unless the Parish Council considers it reasonably necessary for the pursuit of the objectives outlined above, or if lawfully required by an appropriate third party such as the police.
    - 4.3 Where such data is retained, it will be retained in accordance with the Act and our Data Protection Policy. Information including the date, time and length of the recording, as well as the locations and groups or individuals recorded will be recorded in the system logbook.
  5. Access to Images
    - 5.1 Access to stored CCTV images will only be given to authorised persons, under the supervision of the System Manager, in pursuance of the above objectives (or if there is some other overriding and lawful reason to grant such access).
    - 5.2 Individuals also have the right to access personal data the Parish Council holds on them (please see the Data Protection Policy), including information held on the System, if it has been kept. The Ivers Parish Council will require specific details including at least the time, date and camera location before it can properly respond to any such requests. This right is subject to certain exemptions from access, including in some circumstances where others are identifiable.

- 5.3 The System Manager must satisfy themselves of the identity of any person wishing to view stored images or access the system and the legitimacy of the request. The following are examples when the System Manager may authorise access to CCTV images:
- 5.3.1 Where required to do so by the Clerk, the Police or some relevant statutory authority.
  - 5.3.2 To make a report regarding suspected criminal behaviour.
  - 5.3.3 To the Parish Council's insurance company where required in order to pursue a claim for damage done to insured property.
  - 5.3.4 In any other circumstances required under law or regulation.
- 5.4 Where images are disclosed under 5.3 above a record will be made in the CCTV system logbook including the person viewing the images, the time of access, the reason for viewing the images, the details of images viewed and a crime incident number (if applicable).
6. Other CCTV systems
- 6.1 The Ivers Parish Council does not own or manage third party CCTV systems but may be provided by third parties with images of incidents where this is in line with the objectives of the Parish Council's own CCTV policy.
7. Complaints and queries
- 7.1 Any complaints or queries in relation to the Ivers Parish Council CCTV system, or its use of CCTV, or requests for copies, should be referred to the Clerk of The Ivers Parish Council by e-mail at [clerk@iversparishcouncil.gov.uk](mailto:clerk@iversparishcouncil.gov.uk) or by calling 01753 655331.

## REFERENCES

This policy should be read with reference to the Parish Council's Data Protection Policy.

ICO Code of practice for surveillance cameras

The following information is required before The Ivers Parish Council can provide copies of or access to CCTV footage from which a person believes they may be identified.

Please note that CCTV footage may contain the information of others that needs to be protected, and that the Parish Council typically deletes CCTV recordings after a period of 30 days.

Name and address: (proof of ID may be required)	
Description of footage (including a description of yourself, clothing, activity etc.):	
Location of camera:	
Date of footage sought:	
Approximate time (give a range if necessary):	

Signature .....

Print Name .....

Date .....