



## POLICY RELATING TO CLOSED CIRCUIT TELEVISION (CCTV POLICY)

### **Introduction**

This policy is to control the management, operation, use and confidentiality of the CCTV systems owned and operated by Northway Parish Council.

The Council owns three CCTV Systems, installed at the following locations:

Northway Community Hub, covering the Northway Parish Office and car park area.

Northway Playing Field, covering the main vehicle entrance, the Oak Drive pedestrian entrance, the car park area, some of the playing field, play park and the skate park.

It was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000 and revised 2018). This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and it and the systems meet all legislative requirements.

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

Data must be fairly and lawfully processed

1. For limited purposes and not in any manner incompatible with those purposes
2. Adequate, relevant and not excessive
3. Accurate
4. Not kept for longer than is necessary
5. Processed in accordance with individuals' rights and Secure

### **Statement of Purpose**

To provide a safe and secure environment for the benefit of those who might visit, work or live in the areas covered by these CCTV systems. The systems 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 Parish Council facilities so that they can enter and leave the area without fear of intimidation by individuals or groups.

1. To reduce the vandalism of property and to prevent, deter and detect crime and disorder.
2. To assist the Police, the Parish Council 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 by-laws.
3. To deter potential offenders by publicly displaying the existence of CCTV systems, having cameras clearly sited, not hidden and with signs on display within the vicinity to assist all emergency services to carry out their lawful duties.

### **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 Parish Council meeting(s) and resolution at a meeting of the Full Council. Notices of meetings are posted on the Parish Council noticeboards and on the website at least three clear days excluding weekends and bank holidays prior to such meetings.

Responsibilities of the Owners of the Scheme

Northway Parish Council retains overall responsibility for the scheme.

Adopted: 26<sup>th</sup> July 2017 (Min Ref FIN/72/17). Amended 5<sup>th</sup> November 2020. Updated September 2025.

### **CCTV Code of Practice**

Management of the System

Normal operational responsibility of the scheme will be either the Clerk/Clerk's Assistant and one nominated councillor. In the absence of the Clerk or Assistant and/or the nominated Councillor, responsibility will revert to a combination of the Chair/Vice-Chair and one other Councillor.

Laser Alarms, who carried out the installation, can access the systems for any annual maintenance or essential repairs with the permission of the Clerk, Clerk's Assistant or nominated Councillor.

The CCTV systems are located in secure locked cabinets both at the Parish Office and in the Store Room at Northway Playing Field.

Breaches of this policy will be investigated by the Clerk and reported to the Parish Council.

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 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 the policy will therefore be issued for retention. A copy will also be available for reference in the secure recording area and on the Parish Council website.

## **Control and Operation of the Camera, Monitor and System**

The following points must be 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 the cameras and monitor have been agreed in consultation with security consultants in order to comply with the needs of the public.
3. No public access will be allowed to the monitors except for lawful, proper and with sufficient reason, except with approval of the Clerk or Chairman of the Parish Council. 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 secure recording area to review and confirm the Parish Council's operation of CCTV arrangements. Any visit by the Police to view images will be logged by the Clerk.
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 be handled by the essentially minimum number of persons. Any images that are downloaded from the system to a secure storage device, in the case of vandalism or crime, for example, will be erased after a maximum period of 6-months.
6. Images will not be supplied to the media, except on the advice of the Police if it is deemed to be in the public need. The Clerk would inform the Chairman of any such emergency.
7. Any records may be required as evidence at Court, such person handling a tape/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 officer and information logged to identify the recording and show 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/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, including crime numbers, if appropriate and the Parish Council notified at the next available opportunity. Any damage to equipment or malfunction discovered by the Clerk or nominated Councillor should be reported immediately to the Parish Council, the appropriate repairs actioned 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.
9. 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. A reasonable time frame must be provided to aid the searching of the relevant images. Forms are available from the Clerk and will be submitted to the Parish Council for consideration and reply, normally within 40 calendar days of receiving the request.

## Log of CCTV Incidents

Details of Offence	Date&Time Committed	Location	Name/Address of any Witnesses	Action taken (including Crime Ref. No.)	Reported by	Date/Time	CCTV Checked By/Result/Action



## **Accountability**

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act 2000, as will any reports that are submitted to the Parish Council providing it does not breach security needs, and will be responded to with 20 working days from receipt of the request.

The Police will be informed of the installation and provided with a copy of this CCTV Policy.

Any written concerns or complaints regarding the use of the system will be considered by the Parish Council, in line with the existing complaints policy.

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