

# SCOLE PARISH COUNCIL

## CCTV Policy

### Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system located at Scole Pocket Park, Bridge Road, Scole, DISS, Norfolk. The site is owned by Scole Parish Council and managed by Scole Nature Trails Trust.

The policy was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (revised 2015) and the General Data Protection Regulations 2018. 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.

The CCTV Scheme is registered with the Information Commissioner under the Terms of the Data Protection Act 1998. Registration Reference: ZA557776.

Scole Parish Council accepts the six data protection principles. Which are:

- Lawful, fair and transparent processing
- Purpose limitation
- Adequate, relevant and not excessive
- Accuracy
- Storage limitation
- Security

### Statement of Purpose

- To reduce the fear of crime by persons using facilities at Scole Pocket Park, so they can enter and leave the site and facilities without fear of intimidation by individuals or groups;
- To reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- To assist the police other Law Enforcement Agencies and the Parish Council with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime and public order
- To deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display in areas being monitored
- To assist all "emergency services" to carry out their lawful duties.

### Changes to the Purpose or Policy

The CCTV Policy may be discussed at meetings of the Scole Nature Trails Trust. However, any 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 Parish Council meeting.

### **Responsibilities of the Owner of the Scheme**

Scole Parish Council retains overall responsibility for the scheme.

## **CCTV CODE OF PRACTICE**

### **Management of the System**

Day to day operational responsibility rests with Mr Peter Charles (Scole Nature Trails Trust Trustee).

Breaches of this policy will be investigated by the Clerk to the Council 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 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. The policy will also be available for reference on the Parish Council website [www.scolepc.org.uk](http://www.scolepc.org.uk).

### **Control and Operation of the Cameras, Monitors and Systems**

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

- a) Trained operators must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
- 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. 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 Pocket Park 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 operator.
- c) Operators should regularly check the accuracy of the date/time displayed.
- d) Storage and Retention of Images. Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Digital images will be erased after a period of approximately 90 days.
- e) 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 to the Council would inform the Chairman of the Parish Council of any such

emergency.

f) As records may be required as evidence at Court, each person handling a 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.

g) Any event that requires checking of recorded data should be requested to the Clerk to the Council and detailed in the logbook of incidents, including Crime Numbers if appropriate and the Parish Council notified at the next available opportunity.

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

i) Subject Access Requests. 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 by contacting the Clerk to the Council or can be downloaded from the Parish Council website and will be submitted to the next meeting of the Parish Council for consideration and reply, normally within one calendar month. Consideration of Subject Access Requests may be delayed during August and December. 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

## **Accountability**

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.

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.

## **Status**

This policy was adopted by Scole Parish Council at a meeting of the council on 27/03/2023 and to be reviewed bi-annually.

Retention period amended from 31 to approximately 90 days on 23/10/2023