

# COLWICH PARISH COUNCIL



## CCTV Policy

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PD016 CCTV Policy



# CCTV Policy – PD016

## Revision history

**This document was originally written by:**

<b>Name</b>	<b>Position</b>	<b>Date</b>
Michael Lennon	Clerk	April 2018

**This document version was reviewed by:**

Policy Committee

**This document version was approved by:**

Full Council		
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## Revision History

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1	September 2018	PD016		



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### 1 POLICY

- 1.1** This policy is to control the management, operation, use and confidentiality of the CCTV system owned and run by Colwich Parish Council at the Jubilee Playing Field, Little Haywood.
- 1.2** This policy has been prepared taking into account current Data Protection advice from the Information Commissioner's Office and to reflect the emerging General Data Protection Regulations specifically:
- The Human Rights Act 1998 article 8
  - The Data Protection Act 1998.
  - The Regulation of Investigatory Powers Act 2000.
  - The protection of Freedoms Act 2012
  - Information commissioners CCTV Code of Practice
  - Surveillance Commissioners, Surveillance Camera Code of Practice

### 2 SURVEILLANCE COMMISSIONER'S CODE OF PRACTICE

- 2.1** The Parish Council will ensure that the operation of its CCTV system is in line with the 12 principles in the Surveillance Commissioner's Code of Practice:
- 2.1.1** Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- 2.1.2** The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- 2.1.3** There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
- 2.1.4** There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
- 2.1.5** Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
- 2.1.6** No more images and information should be stored than that which is strictly required of the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
- 2.1.7** Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such as access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.



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- 2.1.8** Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
- 2.1.9** Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
- 2.1.10** There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
- 2.1.11** When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
- 2.1.12** Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

### 3 STATEMENT OF PURPOSE

- 3.1** Colwich Parish Council has installed a CCTV system at the Jubilee Playing Field to provide a safe and secure environment for the benefit of residents, staff and other visitors to the Jubilee Playing Field. The cameras are located on the main building; overlooking the recycling area; overlooking the main field and on the MUGA looking towards the youth shelter
- 3.2** The CCTV system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.
- 3.3** Retrieved images may be shared with Councillors, Stafford Borough Council and Staffordshire Police to protect the integrity of the site from fly-tipping, vandalism and other anti-social behaviour.
- 3.4** Downloaded images will **NOT** be shared with members of the public. Data including images, date and time will only be downloaded if an incident is suspected.
- 3.5** The retention of data will be in line with the General Data Protection Regulations. Retained data will be kept until there is a resolution of the incident.

### 4 ROLES AND RESPONSIBILITIES

- 4.1** Overall responsibility for the system will rest with the Council managed through the Clerk.
- 4.2** Annual audits will be conducted through the appropriate Committee.



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- 4.3** Day to day operational management will be through the lengthsman who will receive appropriate training in the operation of the system. The lengthsman will download data via a password-protected link to the CCTV system.
- 4.4** The Clerk will retain retrieved images on a password-protected computer.
- 4.5** Only the Clerk may share images with relevant partner authorities.

**5 CONCERNS**

- 5.1** Any requests for information, concerns or complaints regarding the operation of the CCTV system at the Jubilee Playing Field should be made in writing and addressed to:

Revd Mr Michael Lennon PSLCC  
Parish Clerk  
Colwich Parish Council  
St Marys Road  
Little Haywood  
ST18 0TX

[Clerk@colwichparishcouncil.gov.uk](mailto:Clerk@colwichparishcouncil.gov.uk)

Who will investigate the matter on behalf of and report to the Parish Council.

<b>SIGNED</b>	
COUNCILLOR ADAM BILLINGSLEY PARISH COUNCIL CHAIRMAN	