

# Normandy Parish Council

Serving Our Community through working in Partnership

## CCTV Policy

### Legislation

This Policy should be read with reference to the Data Protection Act 2018 (DPA), Freedom of Information Act 2000 (FOIA), the Protection of Freedoms Act 2012 (PFA), the Human Rights Act 1998 (HRA), the Secretary of State's Surveillance Camera Code of Practice and the Information Commissioner's Office (ICO) CCTV Code of Practice.

### Introduction

The processing of personal data captured by CCTV systems including images identifying individuals is governed by legislation including the Data Protection Act 2018 and the Protection of Freedoms Act 2012. The Information Commissioner's Office (ICO) has issued a Code of Practice on compliance with legal obligations to which Normandy Parish Council also adheres to.

Normandy Parish Council is committed to informing its staff, volunteers and service users about the presence of and operation of CCTV. This Policy is available on the Normandy Parish Council's website so that all stakeholders are clear about how CCTV is utilised.

Access to personal information recorded through CCTV cameras is restricted solely to designated persons appointed by Normandy Parish Council that shall include the Clerk and one or more designated Councillors to access and review CCTV footage where required. Such Councillors shall be recorded in the minutes of the Finance and Governance meeting at which they were designated

### Objectives

Normandy Parish Council uses CCTV equipment to provide a safer, more secure environment for its staff, volunteers and service users and to combat vandalism and theft.

Essentially it is used for:

- The prevention, investigation and detection of crime
- The apprehension and prosecution of offenders (including the use of images as evidence in criminal proceedings)
- Safeguarding member of the public, volunteers and staff.
- Monitoring the security of the site
- Protect members of the public and private property

Normandy Parish Council does not use the CCTV system for covert monitoring.

### Location

Cameras are located in those areas where it has been identified there is a need and where other solutions are ineffective. The CCTV system is used solely for purpose(s) identified and is not used to

routinely monitor staff, volunteers, or service users' conduct. Cameras will not be used in areas subject to a heightened expectation of privacy; for example changing rooms or toilets. Signage alerts individuals to the use of CCTV on entrance to **Manor Fruit Farm and Normandy Common sports pavilion**

Static cameras will not focus on private homes, gardens and other areas of private property. Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the Police and not for other purposes.

### **Maintenance**

The CCTV system is maintained by Normandy Parish Council and includes periodic maintenance inspections. Normandy Parish Council is responsible for:

- Ensuring that it complies with its responsibilities in relation to guidance on the location of the camera.
- Ensuring that the date and time reference are accurate.
- Ensuring that suitable maintenance and servicing is undertaken to ensure that clear images are recorded; where needed this may entail relocation of cameras
- Ensuring that the designated persons are trained in the use of the equipment.
- Ensuring that cameras are protected from vandalism to ensure that they remain in working order.

### **Identification**

In areas of entrance to the Manor Fruit Farm site and Normandy Common sports pavilion, the Council will ensure prominent signs are in place. The signs will:

- Be clearly visible and legible.
- Contain details of the organisation operating the scheme, the purpose for using CCTV and who to contact about the scheme.
- Be an appropriate size depending on context.

### **Type of Equipment**

Normandy Parish Council's CCTV cameras record visual images only and sound has been muted to ensure compliance with the Code of Practice

### **Administration**

Normandy Parish Council is the Data Controller and has responsibility for the control of images and deciding how the CCTV system is used. The Council has notified the Information Commissioner's Office of both the name of the Data Controller and the purpose for which the images are used.

Only designated persons will have access to images and is aware of the procedures that need to be followed when accessing the recorded images. The designated persons will review and be aware of responsibilities under the CCTV Code of Practice: <https://ico.org.uk/for-organisations/guide-to-data-protection/encryption/scenarios/cctv/>

Access to recorded images is restricted to designated persons and recordings will be accessed as prescribed by the Council in the event of an incident. All employees are aware of the restrictions in relation to access and security, and disclosure of, recorded images.

### **Image Storage, Viewing and Retention**

Recorded images will be stored in a way that ensures the integrity of the image and in a way that allows specific times and dates to be identified. Normandy Parish Council reserves the right to use images captured on CCTV where there is activity that cannot be reasonably ignored such as criminal activity, potential gross misconduct, or behaviour which puts others at risk.

Where images are retained, the Clerk will ensure the reason for its retention is recorded, where it is kept, any use made of the images and finally when it is destroyed.

### **Disclosure**

Disclosure of the recorded images to third parties can only be authorised by the Data Controller. Disclosure will only be granted:

- If its release is fair to all individuals concerned.
- If there is an overriding legal obligation (e.g. information access rights).
- If it is consistent with the purpose for which the system was established.

All requests for access or for disclosure are recorded. If access or disclosure is denied, the reason is documented.

Note that disclosure may be authorised to law enforcement agencies if withholding it would prejudice the prevention or detection of crime.

### **Subject Access Requests**

Individuals whose images are recorded have a right to view images of themselves and, unless they agree otherwise, to be provided with a copy of the images. If Normandy Parish Council receives a Subject Access Request under the General Data Protection Regulations 2018 it will comply with requests within 1 month. The Council may charge a fee for the provision of a copy of images. If the Council receives a request under the Freedom of Information Act 2000 it will comply with requests within 20 working days of receiving the request.

If the viewer can identify any person other than, or in addition to, the person requesting access, it will be deemed personal data and its disclosure is unlikely as a Freedom of Information request. Those requesting access must provide enough detail to allow the operator to identify that they are the subject of the images, and for the operator to locate the images on the system.

Requests for access should be addressed to the Data Controller.

Refusal to disclose images may be appropriate where its release is:

- Likely to cause substantial and unwarranted damage to that individual.
- To prevent automated decisions from being taken in relation to that individual.

### **Monitoring and Evaluation**

Normandy Parish Council undertakes regular reviews of its policies to ensure that the use of CCTV continues to be justified. This would include a review of:

- Its stated purpose.
- The location.
- The images recorded.
- Storage length.
- Deletion.

### **Period of Review**

The Policy will be reviewed every three years by Normandy Parish Council. If the Council decides to change the way in which it uses CCTV, it will inform the Information Commissioner within 28 days.

### **Guiding Principles of the Surveillance Camera Code of Practice**

Normandy Parish Council adopt the following 12 guiding principles:

- 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 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.
- 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.
- 4 There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
- 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.
- 6 No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
- 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 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.
- 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.
- 9 Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
- 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.

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 then 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.

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.

#### Access Log Book

<b>Date</b>	<b>Who Had Access</b>	<b>Why Access Needed</b>	<b>Result of Access</b>
30 Sep 2023	Clerk	Request for images for disturbance	Video sent to police and email evidence retained