



# Heybridge Parish Council

## CCTV POLICY

### **1. Legislation**

- 1.1 The legislation relating to CCTV use is set out in the CCTV Code of Practice issued by the Secretary of State under Section 30 of the Protection of Freedoms Act 2012 and released in June 2013. The Code provides guidance on the appropriate and effective use of surveillance camera systems by relevant authorities and includes the Parish Council.
- 1.2 The Information Commissioner's Office CCTV Code of Practice 2008 objective ensures that good practice standards are adopted by those who operate CCTV. The provisions as set out in the Code remain within the current legislation as well as fosters public confidence by demonstrating that the Parish Council takes their responsibilities seriously.

### **2. Introduction**

- 2.1 This policy is to control the management, operation, use and confidentiality of the CCTV system located at Plantation Hall, Colchester Road, Heybridge, Maldon, Essex, CM9 4AL.
- 2.2 It was prepared after taking due account of the Code of Practice (see 1 above.)
- 2.3 Heybridge Parish Council accepts the data protection principles as outlined in the Parish Council Data Protection Policy.

### **3. Statement of Purpose**

- 3.1 To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.
- 3.2 The scheme will be used for the following purposes:
- i. To reduce the fear of crime by persons using Parish Council facilities, so they can enter and leave the building and facilities without fear of intimidation by individuals or groups;
  - ii. To reduce the vandalism of property and to prevent, deter and detect crime and disorder;

- iii. To assist the Police, the District 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 bye-laws;
- iv. To deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display, both inside and outside Plantation Hall;
- v. To assist all “emergency services” to carry out their lawful duties

#### **4. Changes to the Purpose or Policy**

4.1 A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place at full Council meetings.

#### **5. Responsibilities of the Owners of the Scheme**

5.1 The elected Parish Council retains overall responsibility for the scheme

#### **6. Management of the System**

6.1 Day-to-day operational responsibility rests with the Clerk to the Council.

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

6.3 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.

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

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

- 7.1.1 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.
- 7.1.2 The position of cameras and monitors have been agreed following consultation with the Police and security consultants in order to comply with the needs of the public.
- 7.1.3 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. 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 Hall 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 operator.

- 7.1.4 Operators should regularly check the accuracy of the date/time displayed.
- 7.1.5 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 45 days.
- 7.1.6 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 Chair of the Council of any such emergency.
- 7.1.7 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 level. 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.
- 7.1.8 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 Council Office notified at the next available opportunity.
- 7.1.9 Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Clerk and contact made with the company responsible for maintenance, 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.
- 7.1.10 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. Forms are available from the Council Office and will be submitted to the next meeting of the Parish Council for consideration and reply, normally within 40 days.

## **8. Accountability**

- 8.1 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.
- 8.2 The Police will be informed of the installation and provided with a copy of this CCTV Policy.

- 8.3 Any written concerns, complaints or compliments regarding the use of the system will be considered by the Parish Council, in line with the existing Complaints Policy.
- 8.4 The Parish Council has considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of customers. It will not be used for other purposes.
- 8.5 The Parish Council will conduct an annual review of the use of CCTV on their premises.

**9. Status**

This policy will be considered for adoption by Council on 20<sup>th</sup> February 2014.  
Adopted on 20<sup>th</sup> March 2014. Reviewed April 2016.

31 January 2014  
Clerk

OPERATORS OF THE CCTV SHALL SIGN TO CONFIRM RECEIPT AND COMPLIANCE

**I have read the above policy and agree to abide by these instructions. I will discuss any concerns with the Clerk to the Council at any time.**

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_