



## West Kingsdown Parish Council

### CCTV POLICY

**Introduction** 1. West Kingsdown Parish Council uses closed circuit television (CCTV) and the images produced to prevent or detect crime and to monitor the council buildings (The Pavilion) and grounds in order to provide a safe and secure environment for its staff, members and visitors, and to prevent loss or damage to council property and surrounds. This policy outlines the council's use of CCTV and how it complies with the General Data Protection Regulation; it is to be read in conjunction to the Council's data protection policies.

a) The system comprises a number of fixed and dome cameras. Also one number plate recognition camera.

b) The system does not have sound recording capability.

c) The system is not linked to staff or member attendance records.

d) The system is not linked to automated facial recognition or number plate recognition software thus all individuals' images are anonymous until viewed.

e) The system does not include temporary, portable cameras that may be used in other more remote

2. The CCTV system is owned and operated by the Parish Council, the deployment of which is determined by the Clerk.

3. The CCTV system is monitored securely from the Parish Council office.

The CCTV system's hard drive stores the images and is retained on-site. Access to the images is controlled by the Clerk, or in their absence, the Chairman.

The system is password protected and is located in a locked office with access restricted to the Clerk, and the Chairman.

4. The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and members of the Parish Council.

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5. The Parish Council's CCTV Scheme is included in the Council's registration with the Information Commissioner as a data processor.

6. All authorised operators and employees with access to images are aware of these procedures that need to be followed when accessing the recorded images. Through this policy, all operators are made aware of their responsibilities in following the CCTV Code of Practice.

The Parish Council's 'Data Controller' (the Clerk) will ensure that all employees are aware of the restrictions in relation to access to, and disclosure of, recorded images by publication of this policy Statement of Intent

7. The Council complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure that CCTV is used responsibly and safeguards both trust and confidence in its continued use.

8. The Parish Council's CCTV surveillance cameras are a passive technology that only records and retains images. One is a number plate recognition camera at the entrance to the Gamecock carpark. Transmission is by cable direct to the hard drive and linked to internet.

9. CCTV warning signs are clearly and prominently placed at the main external entrance to Pavilion, including further signage in other outdoor areas in close proximity to camera positions. Signs will contain details of the purpose for using CCTV. In areas where CCTV is used, the Council ensures prominent signs are placed within the controlled area.

10. The recordings will be filed with accurate metadata noting the camera location and time of the recording.

11. The original planning, design and installation of CCTV equipment endeavoured to ensure that the scheme will deliver maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage. Siting the Cameras

12. Cameras are sited so that they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated.

13. The Council will make every effort to position cameras so that their coverage is restricted to the Council's premises, which includes outdoor/indoor areas. The system design is sympathetic to the privacy of surrounding public and does not monitor public space outside the legitimate areas of interest for the Council.

14. CCTV is only external on the Pavilion building.

15. The clerk has access to details of where CCTV cameras are situated with the exception of cameras placed for the purpose of covert monitoring.

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## Covert Monitoring

16. It is not the Council's policy to conduct 'Covert Monitoring' unless there are 'exceptional reasons' for doing so. Any such monitoring would be temporary and be justified as 'exceptional'. The covert surveillance activities of public authorities are governed by the Regulation of Investigatory Powers Act (RIPA) 2000. Such type of recording is covert and directed at an individual or individuals. The Council may, in exceptional circumstances, determine a sound reason to covert monitor via CCTV. For example:

a) Where there is good cause to suspect that an illegal or unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct;

b) Where notice about the monitoring would seriously prejudice the reason for making the recording. The Parish Council's temporary, portable surveillance cameras may be used in response to a requirement for covert monitoring and would only be used in this context having first liaised with the local Neighbourhood Policing team (via the Kent Police and the Community Safety Unit).

17. In these circumstances authorisation must be obtained from a member of the Parish Council and the Council's 'Data Controller' (the Clerk) advised before any commencement of such covert monitoring.

18. Covert monitoring must cease as soon as necessary, such as following completion of an investigation.

19. Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilet cubicles, changing areas etc. Storage and Retention of CCTV images

20. Recorded data will not be retained for longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.

21. All retained data will be stored securely at all times and permanently deleted as appropriate / required.

22. Recorded images will be kept for no longer than 3 months, except where there is lawful reason for doing so, such as discipline investigations. Images are deleted from both the server and backup server. Access to CCTV images

23. Access to recorded images will be restricted to the Clerk authorised to view them and will not be made more widely available.

24. Access to stored images will only be granted in the case of an incident, to be viewed in the course of the incident's investigation. Subject Access Requests (SAR)

25. Individuals have the right to request access to CCTV footage that constitutes their personal data, unless an exemption applies the General Data Protection Regulations.

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26. All requests should be made in writing to the Clerk. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location. The Council will respond to requests within one month of receiving the written request and any fee where disproportionate effort is required to adhere to the request.

28. Disclosure of information from surveillance systems must be controlled and consistent with the purpose(s) for which the system was established. When disclosing surveillance images of individuals, particularly when responding to subject access requests, the Council will consider whether the identifying features of any of the other individuals in the image need to be obscured. In most cases the privacy intrusion to third party individuals will be minimal and obscuring images will not be required. However, consideration will be given to the nature and context of the footage.

29. The subject will be supplied with a copy of the information in a permanent form. There are limited circumstances where this obligation does not apply. The first is where the data subject agrees to receive their information in another way, such as by viewing the footage. The second is where the supply of a copy in a permanent form is not possible or would involve disproportionate effort, whereby the disproportionate effort may incur an administration fee.

30. Further guidance on SARs is within the data protection policies (General Privacy Notice; Staff, Councillors and Role Holders Privacy Notice). Access to and Disclosure of Images to Third Parties

31. There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the Council where these would reasonably need access to the data (e.g. investigators).

32. Requests for images and data should be made in writing to the Clerk.

33. The data may be used within the Council's discipline and grievance procedures as required and will be subject to the usual confidentiality requirements of those procedures.

34. Data transfer will be made securely and using encryption as appropriate.  
Complaints

35. Complaints and enquiries about the operation of CCTV within the Council should be directed to the Clerk in the first instance. Further Information

36. [www.ico.org.uk](http://www.ico.org.uk) Annexes A. CCTV Checklist B. CCTV Signage

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