

Killamarsh Parish Council

KPC 3 CCTV Policy

DETAILS OF POLICY	
Policy No	KPC3
Policy Title	CCTV Policy
Committee/Working Party Responsible	Environment & Climate Change Committee
Adoption Date	25th March 2024
Next review date	March 2026

The Policy

Introduction

The purpose of this policy is to state how Killamarsh Parish Council is going to be using CCTV and processing personal data. It will deal with the requirements of the law, particularly the 2018 Data Protection Act, in respect of the use of CCTV surveillance systems in the village of Killamarsh.

The system consists of re-locatable CCTV cameras with a networked video recorder and external Automatic Number Plate Recognition (ANPR) devices.

This policy covers the use of CCTV equipment and explains how data will be gathered, stored, used and disposed of. Killamarsh Parish Council will operate and control all data and has registered with the Information Commissioner's Office – Registration number **Z6514387**

Responsible Persons

The Clerk to the Council is the responsible person who manages the CCTV system, with the assistance of other designated council officers. When it is necessary to view CCTV images this will be monitored by the Parish Clerk.

Purpose of the CCTV system and policy

- To assist in the prevention and detection of crime by facilitating the identification, apprehension and prosecution of offenders in relation to crime and public order.
- To assist in combating vandalism and anti-social behaviour.
- To act as a deterrent to vehicle crime.
- To assist with the provision of a safe public environment for residents and visitors.
- To reduce the fear of crime and to reassure members of the public.
- To keep images from CCTV secure and controlled by authorised personnel.
- To maintain all CCTV equipment in working order.
- To provide retention of images within the stated purpose only.
- To state the manner and means of destroying stored images.
- To have access restrictions to unauthorised personnel and by individual and group third parties.
- To comply with the relevant legislation.

System

The CCTV is intended to operate throughout the year for 24 hours a day. The system will be regularly maintained to ensure it is kept in good working order.

Arrangement Procedures

The following arrangements are in place in order to meet the aims of the policy:

- Members of the public will be notified of the use of CCTV by the use of appropriate signage and via the Killamarsh Parish Council website.
- To respect privacy all cameras are visible and where possible will avoid focusing on private accommodation. Where it is not practicable to prevent the cameras from focusing or dwelling on such areas, or where domestic areas are intended to be covered, training will be given to ensure that staff are made aware of the rules that cover such areas.
- The images that are recorded will be held in a secure location on the system server and can only be accessed by those authorised to do so.
- The secure location for viewing images will be in Killamarsh Parish Office and access will be available to the Parish Clerk, and other authorised persons only.
- Viewings will only be undertaken for a specified purpose.
- Third party agencies requesting the disclosure or release of recorded material must accept full responsibility for the security and management of the material and Killamarsh Parish Council shall not be liable for any matter arising from the security and management of such material.
- CCTV recorded images will not be used by Killamarsh Parish Council in conjunction with social media, excluding footage passed to the police for the purposes of public safety and crime detection.
- CCTV recorded images will be ordinarily retained for 60 days and then shall be deleted, with the exception of any images subject to a retention request by the police or other relevant third party. These images shall then be retained only as long as strictly necessary in the conclusion of an investigation. In exceptional circumstances it may be required that data is retained for a longer time period and the Parish Council will be open and transparent in the reasoning for this.

Access by enforcement agencies

- Enforcement agencies have the right to request access to CCTV images and to retain recordings for crime prevention and detection. This is subject to them providing an appropriately authorised data disclosure form, which establishes their identity and the purpose for which they require the disclosure.
- Disclosures to the police are not mandatory except in cases where the council is served with a court order requiring information.
- Access may be granted with the permission of the Parish Clerk in circumstances of a live incident, such as an immediate pursuit.

Images and authorised access

Images captured by the CCTV System will be accessed from a secure network located in the Killamarsh Parish Office. Access is strictly limited to authorised persons, including:

- The Parish Clerk
- Specifically designated Council Officers
- Police Officers
- Other statutory officers e.g. Data Protection Officer

User Responsibilities

All users have the following responsibilities:

- To uphold the arrangements of this policy.
- To handle images/data securely and responsibly, within the aims of the policy. Users need to be aware that they could be committing a criminal offence if they misuse CCTV images.
- To uphold the recorded procedure for subject access requests.
- To report any breach of procedure to the Parish Clerk.
- To attend training sessions as required.

Incident log

An incident log will be maintained in the Parish Council Office and details of incidents and viewings will be kept together with any consequential action taken in the CCTV Incident Log Book.

Organisations who we may share information with

- Prosecution agencies
- Legal representatives
- Local Government agencies
- Local Parish, District and County Councils

Accessing personal data

Killamarsh Parish Council is obliged to supply individuals with their personal data under the 2018 Data Protection Act. Individuals wishing to access their personal information contained within CCTV images should follow the relevant procedure which can be obtained from the Parish Clerk on request. If a personal data request cannot be complied with, without disclosure of the data of another individual or where it could form part of an ongoing criminal investigation, then the Parish Council is not obliged to comply with the request.

Policy review

This policy will be regularly reviewed to ensure that it is up-to-date with all relevant legislation and current working practices.

Complaints

Killamarsh Parish Council is responsible for the operation of the CCTV system, and compliance with this Code. Any concerns in respect of the system's use or regarding compliance with this Code should be addressed to:

The Parish Clerk
Killamarsh Parish Office
Stanley Street
Killamarsh
S21 1EL
Tel: 0114 2472260
Email: parish.clerk@killamarsh-pc.gov.uk