Hockley Heath Parish Council

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CCTV Policy

For Hockley Heath Pavilion Hall, the area around the Pavilion hall, car park and recreation ground

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Document Information

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To be reviewed bi-annually

1. Purpose and Introduction

Hockley Heath Parish Council has a Closed-Circuit Television (CCTV) platform and associated recording equipment installed on site. This system utilises existing infrastructure and the data network. Camera equipment has HD digital cameras to maximise its efficiency and enhance the quality.

This policy is to control the management, operation, use and confidentiality of the CCTV system installed at Hockley Heath Parish Council Pavilion hall covering the area around the Pavilion hall, car park and recreation ground. These cameras are located on the Pavilion hall building.

CCTV has been commonplace throughout communities for some time and is a vital tool in the detection and prevention of crime. This document attempts to set out guidelines and procedures to ensure that the use of CCTV at the Pavilion hall is in line with legal requirements and code of practice and seeks to ensure that the CCTV on site is used responsibly.

The use of CCTV is restricted, and the system is password protected to prevent unauthorised access. CCTV workstation is operated from the locked store cupboard on site and will not be used in the public environment to prevent unauthorised viewing.

The following have access to the images captured by the Pavilion hall CCTV cameras:

- Hockley Heath Parish Councillors
- Hockley Heath Parish Council Clerk

2. Background

After discussions at several Parish Council meetings, it was agreed that CCTV cameras should be installed on the outside of the Pavilion hall building to monitor areas around the hall that are in the ownership of the Parish Council. Surveillance of the footage is undertaken by members of the Parish Council in addition to their other duties which include an overall remit for safety of visitors and the protection of Parish Council property.

3. Statement of purpose

To provide a safe and secure environment for those who might visit the Pavilion hall and the area around the Pavilion hall, car park and recreation ground. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The system will be used for the following:

- To reduce fear of crime by persons using Parish Council owned areas so they can do so without fear of intimidation.
- To reduce vandalism of property and to prevent, deter and detect crime and disorder.

- To assist the Police, the Parish Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examination and using retrievable evidence.
- To deter potential offenders by publicly displaying the existence of CCTV including signage.
- To assist all emergency services in carrying out their lawful duties.

4. CCTV Asset (System) Owner

The CCTV System Owner is responsible for allocating appropriate access to the CCTV system. Records will be kept of users' justification for accessing the system and the cameras to which they have access.

They will be the main contact point for access requests to view footage and will be responsible for maintaining records of all processing activities. Additionally, they are required to periodically review audit files to ensure that designated users are not abusing the right to access the CCTV system.

5. Staff and Third Parties[1][2]

Staff and third parties must adhere to the terms of this policy and the guidance offered in operational procedures pertaining to Data Protection, as well as any data handling practices as dictated by contractual agreements with the Parish Council. All staff are expected to comply with this policy always to protect personal data from unauthorised access and harm. Breach of this policy may be dealt with under our contractual terms and, in serious cases, may be treated as sufficient grounds to terminate a contract.

6. Image and Information Storage

Images and information will be stored in line with industry standards, relevant to the type of CCTV system installed.

Recorded images and CCTV information will only be used for the purposes defined in this Policy and in both the ICO and SCC Codes of Practice and ownership of the recorded material is with the company as the Data Controller. Recording equipment will be checked to a regular schedule, as defined in each Code of Practice.

7. Monitoring and Review

This policy is subject to bi-annual review by the Parish Council to ensure that it continues to reflect the public interest and that it and the system meet all legislative requirements.

CCTV images will only be viewed when there is a legitimate business reason to do so and the showing of recorded material to other internal or external individuals will only be allowed in accordance with the law. The viewing of CCTV images is classed as

[1] Covers all individuals working at all levels and grades including employees, contractors, part-time and fixed term employees, casual and agency staff, volunteers and Parish Councillors. Third parties who have access to our electronic communication systems and equipment are also required to comply and be aware of this policy.
[2] Some staff members and Councillors will have more contact and responsibility toward CCTV than others, but awareness and knowledge of the CCTV procedures are important for all to understand.

"processing" under the GDPR and therefore records will be kept of all processing of CCTV.

Recorded images will be stored securely in digital format. Where there is a business reason to keep an image longer than the usual set retention period, the image will be copied and stored securely, again in digital format, with new, relevant set retentions documented. Where relevant the other Parish Council policies will also govern how certain aspects of the CCTV systems are used.

8. Requests for Footage

Removal of recorded footage will be tightly controlled by Hockley Heath Parish Council and data extraction from the system will only be carried out by authorised persons. Requests, as and when received, will be subject to scrutiny and legal compliance.

Requests will be regarding the prevention and detection of crime or terrorism and will be dealt with on a case-by-case basis through an exemption available in the GDPR for crime. Individuals who are captured on CCTV are entitled to request a copy of that footage. This process is called Right of Access under the GDPR and is commonly known as a Subject Access Request. There will be information on the CCTV signage which details how individuals can make a request to see CCTV footage of themselves, and a link is included here: Request CCTV footage of yourself - GOV.UK (www.gov.uk) (please see Appendix 1)

There is also the opportunity for requests from organisations such as insurance companies or solicitors' firms to request footage for legal purposes. In these cases requests will again be determined on a case by case basis, and where legal and appropriate, footage may be released.

On occasion contractors / hirers may need to request access to CCTV images about internal investigations. Requests of this type need to be made in writing to the Parish Council, to ensure that all uses of CCTV are done so lawfully.

9. Storage of Images

Images are stored in an electronic format utilsing a Networked Video Recorder (NVR) to record and manage CTTV images. These images are automatically deleted after 28 days, unless they are extracted to preserve specific events or information. Once recorded, video cannot be altered ensuring that the audit trail is intact for evidential purposes. The NVR will automatically manage the disc space according to the retention policy. The NVR is kept in a secure, lockable storage room.

10. Review

This policy will be amended whenever any significant changes to the system occur. A review will be carried out bi-annually should there be no significant amendments made.

11. Signage

Signs are displayed on the external walls of the Pavilion hall to ensure that visitors are made aware of the usage of CCTV throughout the Parish Council owned land.

THE RELEVANT PRINCIPLES:

The Data Protection Principles

This policy will adopt the seven key principles of the GDPR.

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

The Surveillance Camera Commissioners Principles

This policy will adopt the 12 Guiding Principles of the Surveillance Camera Code of Practice, issued by the Secretary of State under Sections 29 to 31 of the Protection of Freedoms Act 2012.

There are more details about each of the 12 Principles in the Code of Practice, which need to be read in conjunction with this policy. The 12 Principles which have been adopted in full by the Parish Council, are:

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 user 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.

Amended Surveillance Camera Code of Practice (accessible version) - GOV.UK (www.gov.uk)

Regulation of Investigatory Powers (RIPA)

Targeted covert (secret) surveillance of individuals will only be undertaken for good reason, and in line with the procedures set out in the Regulatory of Investigatory Powers Act (RIPA).

RIPA only applies directly to the public sector, however, should any local police forces wish to use Hockley Heath Parish Council's CCTV in a covert manner, then Hockley Heath Parish Council is to request to see a copy of the Forces signed RIPA form, or at least a relevant page of it, depending on the sensitivity of the operation.

Allowing any external organisation to covertly use the Parish Council's systems will require documentation to confirm it is being carried out lawfully.

Moving or zooming CCTV towards individuals and their activities would be considered covert surveillance unless criminal activity or public safety issues are already taking place, and cameras are moved or zoomed in response to this.

CCTV Codes of Practice

Both the Information Commissioners Office and the Surveillance Camera Commissioners Codes of Practice have been adopted by Hockley Heath Parish Council.

The Parish Council has overall accountability and responsibility for this scheme.

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Appendix 1

CCTV – Request to View / Release Footage

For internal use only

Requestors Name	
Company / Organisation	
Address	
Telephone	

Date of Incident		Time of Incident	

Location of Incident	

Signature of Requestor		Date	

(paper copies are not authorised and are for reference only)

Request Accepted?	Yes	No (*provide reason*)	
Parish Council Authority Signature		Name	
Clip Details Camera Number(s)			

***Without complete details and a valid reason for access to footage, the Parish Council reserve the right to refuse requests. This is to ensure that we operate within the requirements of the Data Protection Act 1998 and the Information Commissioners Office Guidelines.**