

Blackwell Parish Council	
CCTV Policy	
Date approved:	Review Date:

Introduction:

This policy is to control the management, operation, use and confidentiality of the CCTV systems operated by Blackwell Parish Council. The policy was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (revised 2015) and the General Data Protection Regulations 2018. The policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

CCTV digital images, if they show a recognisable person, are personal data and are covered by the Data Protection Act 1998. This policy is associated with the Blackwell Parish Council Data Protection Policy, the provision of which should be adhered to at all times.

The Parish Council accepts the Data Protection Principles of the 1998 Act as follows:

- Data must be fairly and lawfully processed,
- Processed for limited purposes and not in any way incompatible with those purposes,
- Adequate, relevant and not excessive with no audio recording abilities,
- Accurate and secure,
- Not kept for longer than is necessary,
- Processed in accordance with individual's rights,
- Subject to guidance on good practice,
- Not transferred to countries without adequate protection

CCTV systems can be located at the following Blackwell Parish Council sites:

Hilcote Community Centre – 544 New Street, Hilcote, ALFRETON Derbyshire DE55 5HU

In addition to the CCTV fitted by Blackwell Parish Council which is recorded and follows the items in this CCTV policy, there are video cameras in the bar, office and hallway that have been fitted by the designated premises supervisor. However these only play live feeds and do not record any images. These cameras are the property and responsibility of the designated premises supervisor.

Newton Community Centre – Main Street, Newton, ALFRETON, Derbyshire DE55 5TE

Charnwood Pavilion – Charnwood Crescent Recreation Ground, Newton, ALFRETON, Derbyshire DE55 5SH

There are CCTV cameras both around the Pavilion and situated on the other side of the field where there have been incidences of criminal damage, fly tipping and vandalism. CCTV signs are clearly located to alert users that there are cameras around.

Scanderlands Pavilion – Scanderlands Recreation Ground, Gloves Lane, Blackwell, ALFRETON, Derbyshire DE55 5JJ

There is also CCTV at Blackwell Community Centre. However, this was installed by The Post Office (South Normanton branch) and whilst there is a monitor displaying the images from the cameras in the main office, the system is maintained, operated and information accessed by Post Office employees only.

Blackwell Community Centre – Woburn Close, Blackwell, ALFRETON Derbyshire DE55 5HH

The CCTV system, all recorded material and copyright are owned by Blackwell Parish Council.

Recreation Grounds and Allotment sites

The Parish Council owns a number of outdoor portable CCTV cameras which are used in various places dependant on where any issues arise that need monitoring. All of these sites have signs up to say that there is CCTV in the area.

Charnwood Recreation Ground, Charnwood Crescent, Newton, ALFRETON, Derbyshire DE55 5SH
Scanderlands Recreation Ground, Gloves Lane, Blackwell, ALFRETON, Derbyshire DE55 5JJ
Hilcote Recreation Ground, New Street, Hilcote, ALFRETON, Derbyshire DE55 5HU
Bamford Street Playground, Bamford Street, Newton, ALFRETON, Derbyshire DE55 5TG
North/South Street Recreation Ground, North Street, Newton, ALFRETON, Derbyshire DE55 5TT
Westhouses Recreation Ground, Tibshelf Road, Westhouses, ALFRETON, Derbyshire DE55 5AF

Newton Allotments, Littlemoor Lane, Newton, ALFRETON, Derbyshire DE55 5
North/South Street Allotments, North Street, Newton, ALFRETON, Derbyshire DE55 5TT
Blackwell Allotments, Woburn Close, Blackwell, ALFRETON, Derbyshire DE55 HH

Statement of Purpose

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.

The scheme will be used for the following purposes:

- To reduce the fear of crime by persons using facilities in Blackwell Parish so that they can enter and leave the building and facilities without fear of intimidation by individuals or groups;
- To reduce the 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 examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- To deter potential offenders by publicly displaying the existence of CCTV with signs on display in areas being monitored;
- To assist all emergency services to carry out their lawful duties;
- To gather evidence by a fair and accountable method;
- To assist with health and safety.

Changes to the Purpose or Policy Any major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion and resolution at a full Parish Council meeting.

Responsibilities of the Owner of the Scheme Blackwell Parish Council retains overall responsibility for the scheme.

Privacy

Signs have been prominently placed to inform members of the public that a CCTV installation is in use. Although every effort has been made to ensure maximum effectiveness of the system, it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

The CCTV systems are fastened securely in each location, and where possible locked away too. This ensures that only authorised personnel can access the CCTV systems.

CCTV Code of Conduct

Management of the System

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. This policy must be read and understood by all persons involved in the operation and management of the scheme.

Day-to-day operational responsibility for the system rests with the Clerk to the Council, who will be the first point of contact about the system or, in the event of the Clerks absence, the Chairman or Vice-Chairman of the Council.

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

Control and Operation of the System

The following points must be understood and strictly observed by anyone operating or accessing the system:-

1. Operators must act with due probity and not abuse the equipment or change any pre-set criteria to compromise the privacy of an individual;
2. The position of cameras, monitors and recorders must not be moved unless authorised in writing by the Clerk to the Council;
3. No public access will be allowed to the system except for lawful, proper and sufficient reason, with prior approval of the Clerk of the Council or the Chairman / Vice-Chairman of the Parish Council in consultation with the Police.
4. The Police are permitted access to the system if they have reason to believe that such access is necessary to investigate, detect or prevent crime.
5. Recordings will be securely stored to comply with data protection and should only be handled by the essential minimum number of persons. Digital images will be erased after a period of 1 month.
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 of the Council would inform the Chairman of the Council of any such circumstances.
7. As records may be required as evidence in Court, each person handling a recording may be required to make a statement to a police officer and sign an exhibit label. 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 show 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.
8. Any event that requires checking of recorded data should be clearly detailed in the log of incidents, including Crime numbers if appropriate.
9. Any damage to equipment or malfunction discovered by an operator should be recorded by the Clerk as soon as possible and contact made with the company responsible for maintenance. Such contact shall be logged together with a corresponding log when a repair has been made.

Subject Access Requests (SAR)

- Individuals have the right to request CCTV footage relating to themselves under the Data Protection Act and the GDPR.
- All requests should be made in writing to the Clerk, who can be contacted by email to clerk@blackwellparishcouncil.org.uk. Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified. For example: time, date and location.
- The Parish Council does not have a facility to provide copies of CCTV footage but instead, the applicant may view the CCTV footage if available.
- The Parish Council will respond to requests within one calendar month of receiving the request.
- The Parish Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

Responsibility & Accountability

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as are any reports that are submitted to the Parish Council providing it does not breach security needs. The Police will be provided with a copy of this CCTV Policy.

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.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES AND WILL BE REVIEWED ON A 3 YEARLY BASIS

This policy is fully supported by the members of Blackwell Parish Council	
Signed by	Chairman, Blackwell Parish Council
Date	